Travel Reporting and Payment Process

– **Office of Disbursements**

STEP 1 - PLAN TRAVEL
Reporting and Payment Procedure   Helpful Information about Travel Reporting – Including Roles and Responsibilities
Statewide Travel Regulations, Updated 2014   Statewide Travel Policy - Frequently Asked Questions
Per Diem Rates (Lodging, Meals and Incidentals)
State of Georgia Meal Allowances
Log onto Concur to Find **Estimated Travel Expense**   www.travel.gsu.edu   Enter Campus ID and Password to access site Questions about Concur? Auxiliary Services Can Assist You: http://services.gsu.edu/travel/ Phone Travel Inc. (770) 291-5190 or Toll-Free, (877) 548-2996
STEP 2 - OBTAIN (Documented)PRE-APPROVAL FOR TRAVEL

TRAVEL AUTHORIZATION FORM (Signature Approval Form)
 	
Signature Approved Form - Pre-Authorizes Travel, and the Estimated Expense
 	
LINKS TO FORMS
 	
    • **EMPLOYEE**
 	
    • **STUDENT**
 	
    • **NON-EMPLOYEE/GUEST**

Log Onto PantherMart - Enter a Travel Authorization Form

The **PantherMart Travel Authorization Form** (Electronic Form) **creates a Travel Purchase Order when approved.**

- **Travel Authorization - Employee**: Create a PO in the name of the employee

- **Travel Authorization - Student**: Create a PO in the name of the Student

- **Travel Authorization - Non-Employee**: Create a PO in the name of Non-Employee Travel, Vendor # 0000036642. PO to encumber airfare, only.

Questions about How To Use PantherMart?

Link to: Spectrum http://finance.gsu.edu/financial-services/spectrum-services/

Email: Spectrum_Team@langate.GSU.edu

OBTAIN AUTHORIZATION FOR Non-EmployeeTravel, Where Needed

Complete the Travel Inc. Guest Traveler Authorization Form,

Email the Form to Disbursements: accountspayable@gsu.edu

(**Do not** complete the form for employees or students who have a profile in Concur).

STEP 3 - MAKE NECESSARY TRAVEL RESERVATIONS

How do I use the Concur Travel Site?

How do I log on to Concur/Travel Inc?   Enter Campus ID and Password

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Can I contact Concur/Travel Inc. by Telephone?

(770) 291-5190 or Toll-Free, (877) 548-2996

If the way your name on your Concur profile differs from the way it appears on your ID, you may have difficulty purchasing airfare.

Discuss this with Travel Inc. - (770) 291-5190 or Toll-Free, (877) 548-2996

Contact Payroll to discuss what's needed to change your name in the ADP system. An update there will update the Concur profile.

Payroll@GSU.EDU   or (404) 413-3300

STEP 4 - PROCESS PAYMENTS (Travel Reporting and Travel Payments)

Vendor Set-up, EMAIL PURCHASING @: **suppliers@GSU.edu** to request Vendor Set-up and EFT (Direct Deposit) set-up for Vendors (allow 24-48 hours for set-up)

Travel Expense Statement FORM

Employees and Students must Complete a Travel Expense Statement on return Travel Engagement (asap, but within 30 days of return).

Deliver Signature Approved Travel Expense Statement Form with receipts attached, to Disbursements. Travel Expense Statements must be hand-delivered, or sent through Interoffice Mail, to Disbursements.

TRAVEL EXPENSE STATEMENT APPROVAL: http://finance.gsu.edu/approval-for-travel/

Attach to the Travel Expense Statement:

- Travel Authorization - Signature Approved Form (Preferred)
- Applicable Receipts – receipts must provide Proof/Method of payment (Required)
- Program/Agenda, where available (Preferred)
- Memo of Justification (with appropriate signature of approval), when needed

LOG INTO PANTHERMART

Enter a Payment Request Form (electronic form entry to):

- Reimburse non-employee guest travel expenses (Payment directly to the non-employee for reimbursement of travel expenses) – **Account code 752100**
    - Receipts Required to establish Proof/Method of Payment
    - When paying mileage for use of a personal automobile, attach a map-quest print-out to establish business miles traveled. **Indicate total miles traveled.**
- Pay Hotel invoices for the guest's lodging (Payment directly to a hotel for the non-employee's lodging) - **Account code 727142**
- Payment for Guest's Ground Transportation billed to GSU (Payment directly to a vendor for ground transportation, etc) – **Account Code 727142**