



Vice President for Finance and Administration

THE UNIVERSITY OF GEORGIA

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Travel at UGA

Accounts Payable is responsible for processing all documents related to University business travel. These include requests for authority to travel, reimbursement requests, and travel agency billings. Each document is reviewed for proper approval, compliance with travel regulations, and budgetary funding. Travel is subject to Board of Regents and University travel regulations.

◆ BAAF Presentation for Travel Changes	◆ Travel Policy effective Nov 1, 2012	◆ Pocket Guide for Employee Travel
◆ Important Contact Information	◆ Travel meal allowance examples	◆ Payment Turn Around
◆ Travel Encumbrance/Authority	◆ Travel Forms	◆ Parking Options for Atl Airport
◆ Travel Expense Statement 	◆ Group Travel	◆ Mileage Reimbursement
◆ Determining Business Miles Traveled	◆ Instate Travel Per Diems	◆ Lodging & taxes associated with
◆ Meal Per Diems	◆ Lodging Per Diem Link US	◆ Per Diem Link Foreign
◆ Authorized Travel Agencies	◆ Fly America	◆ Airline Contract Information
◆ Approval Authorization E-Travel	◆ International Travel Advisories	◆ Rental Cars
◆ Direct Billing	◆ Georgia Center Hotel	◆ Travel for Nonresident Aliens
◆ Travel for Official Visitors	◆ Visa/Passport Fees	◆ Unallowable Expenses
◆ Vat Taxes	◆ Travel Resources	◆ Check Request Form
◆ Phone/Fax Charges	◆ Travel Policy prior to Nov. 1, 2012	◆ Travel Accounting

[Return to Accounts Payable](#)

Today is Monday, October 28, 2013.



The University of Georgia

Accounts Payable Travel Expense Login

UGA EMPLOYEES ONLY
Enter your UGA MyID and password
then select date of travel.

MyID	<input type="text"/>
Password	<input type="password"/>
Travel on or after July 1, 2013	<input type="radio"/> <input type="text"/>
Travel on or after Nov 1, 2012	<input type="radio"/> <input type="text"/>
Travel ending prior to Nov 1, 2012	<input type="radio"/> <input type="text"/>
<input type="button" value="Submit"/>	

TRAVEL EXPENSE FOR NON UGA EMPLOYEES	
Travel on or after July 1, 2013	<input type="radio"/> <input type="text"/>
Travel on or after Nov 1, 2012	<input type="radio"/> <input type="text"/>
Travel ending prior to Nov 1, 2012	<input type="radio"/> <input type="text"/>
<input type="button" value="Submit"/>	

The following page is to assist travelers with correct per diem reporting on the travel expense form. Please print this page for reference or utilize the continue button to advance to the travel expense form.

Instate Meal Per Diems:



The standard Georgia meal allowance is \$28. The meal allowance for high cost areas (Chatham, Cobb, DeKalb, Fulton, Glynn and Richmond counties) is \$36. Employees traveling more than 50 miles from home and headquarters on a work assignment and away for more than 12 hours may receive 100% of the total day meal allowance, even when there is no overnight lodging. **Employees traveling overnight within Georgia are eligible for 75% of the per diem on days of departure and return.**

Standard Georgia Meal Allowance	75%	High Cost Area Meal Allowance	75%
\$28	\$21	\$36	\$27
Breakfast: \$6.00	\$4.50	\$7.00	\$5.25
Lunch: \$7.00	\$5.25	\$9.00	\$6.75
Dinner: \$15.00	\$11.25	\$20.00	\$15.00

Out-of-State Travel Meal Per Diems:

The State of Georgia has adopted GSA rates for out-of-state travel. US General Services Administration per diem rates are set annually, effective October 1st. To find the appropriate rate for your travel destination, please visit: <http://www.gsa.gov/portal/category/21287>. Once you have the daily rate, utilize the chart below for the breakdown.

Meals rates differ by travel location. The following table shows the breakdown of continental breakfast, lunch, and dinner components of the maximum per diem rates for meals while on travel. Incidental expenses are reimbursed separately, as they are excluded from the GSA total per diem rate.

		75% (day of departure and day of return)										
Meals & Incidentals Total	\$46	\$51		\$56		\$61		\$66		\$71		\$76
Breakfast	\$7	\$8.25	\$8	\$9	\$9	\$10	\$10	\$11	\$11	\$12	\$12	\$13
Lunch	\$11	\$12.75	\$12	\$13	\$13	\$15	\$15	\$16	\$16	\$18	\$18	\$20
Dinner	\$23	\$25.50	\$26	\$29	\$29	\$31	\$31	\$34	\$34	\$36	\$36	\$39

Note: The first and last day of travel is calculated at 75% of the allowable per diem.





**Accounts Payable
Travel Expense Statement**
(*Name and Date To are required)

<input type="button" value="Reset Form"/>		<input type="button" value="Logout"/>
<input type="button" value="Calculate Expenses"/>	<input type="button" value="Save "/>	<input type="button" value="Print Travel Expense"/>

* **Name:**

Date From * **Date To**

Title: **Headquarters:**

Institution: **Residence:**

Purpose of trip: (Attach prior approval form to printed copy)

PLEASE JUSTIFY ANY EXPENSES THAT EXCEED FEDERAL PER DIEM LIMITS:

If traveling under a standing authorization please check

Registration fees paid by traveler Select an item Method of payment Select an item Amount Paid 0

Select date	Time Departed / Arrived	Location/Points Visited	Details of Subsistence (Attach Lodging Receipt)					Total
			Breakfast*	Lunch*	Dinner*	Incidental Expenses International Travel Only	Lodging*	
Date 1 <input type="text"/>	/ <input type="text"/>	<input type="text"/>	0 <input type="text"/>	0	0	0 <input type="text"/>	0 <input type="text"/>	\$0
Date 2 <input type="text"/>	/		0	0	0	0	0	\$0
Date 3	/		0	0	0	0	0	\$0
Date 4	/		0	0	0	0	0	\$0
Date 5	/		0	0	0	0	0	\$0
Date 6	/		0	0	0	0	0	\$0
Date 7	/							\$0

			0	0	0	0	0	
Date 8	/		0	0	0	0	0	\$0
Date 9	/		0	0	0	0	0	\$0
Date 10	/		0	0	0	0	0	\$0
TOTALS			\$0	\$0	\$0	\$0	\$0	\$0

Total Expenses	
Total of Subsistence (Breakfast, Lunch, Dinner and Lodging)	\$0
Section I. State use Mileage between April 17, 2012 to Dec 31, 2012 @ Miles @ \$0.555 Per Miles (Supported by automobile mileage record Section I. State use Mileage)	\$0
Section I. State use Mileage on or after Jan 1, 2013 @ Miles @ \$0.565 Per Miles (Supported by automobile mileage record Section I. State use Mileage)	\$0
Section II. If State vehicle is available between April 17, 2012 to Dec 31, 2012 @ Miles @ \$0.230 Per Miles This rate should only be used if, in your judgement, use of a personal vehicle was not the most advantageous form of travel. (Supported by automobile mileage record Section II. If State vehicle is available)	\$0
Section II. If State vehicle is available on or after Jan 1, 2013 @ Miles @ \$0.240 Per Miles This rate should only be used if, in your judgment, use of a personal vehicle was not the most advantageous form of travel. (Supported by automobile mileage record Section II. If State vehicle is available)	\$0
Common Carrier, Taxi, Airport Shuttle (Explain below)	\$0
Total Travel Expense	\$0
Miscellaneous Expenses (Explain below)	\$0
Registration Fees	\$0
Grand Total	\$0

Automobile Mileage Record

***Deduct personal use miles and commuting miles if applicable. To calculate mileage travelers may use Mapquest, Google Maps, GPS devices or personal auto odometer readings, whichever is most appropriate for the circumstances. [Click Here](#) for State Accounting Office requirements for mileage reimbursement.**

Georgia License No. of Vehicle:	Period Ending:
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Section I. State use Mileage Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.					
Click date to make a selection	Daily Travel (Points Visited)		Miles Traveled		
	From / To	Points Visited	Miles Daily	Personal & Commute*	State Use
Date 1	/		0	0	0
Date 2	/		0	0	0
Date 3	/		0	0	0
Date 4	/		0	0	0
Date 5	/		0	0	0
Date 6	/		0	0	0

Total Miles Traveled | 0 | 0 | 0

Section II. If State vehicle is available
 This rate should only be used if, in your judgment use of a personal vehicle was not the most advantageous form of travel.

Click date to make a selection	Daily Travel (Points Visited)		Miles Traveled		
	From / To	Points Visited	Miles Daily	Personal & Commute*	State Use
Date 1	/		0	0	0
Date 2	/		0	0	0
Date 3	/		0	0	0
Date 4	/		0	0	0
Date 5	/		0	0	0
Date 6	/		0	0	0
Total Miles Traveled			0	0	0

Common Carrier, Taxi, Airport Shuttle			Miscellaneous		
Click date to make a selection	Explain attach receipts to printed copy for common carrier	Amount	Click date to make a selection	Explain attach receipts to printed copy for common carrier	Amount
Date 1		0 	Date 1		0
Date 2		0	Date 2		0
Date 3		0	Date 3		0
Date 4		0	Date 4		0
Date 5		0	Date 5		0
Date 6		0	Date 6		0
Date 7		0	Date 7		0
Total Amount		\$0	Total Amount		\$0

<input type="button" value="Reset Form"/>	<input type="button" value="Logout"/>
<input type="button" value="Calculate Expenses"/>	<input type="button" value="Save"/>  <input type="button" value="Print Travel Expense"/> 