

- Policy: BFCNEX-06
- Revised: 02/18/2013
- Issue Date: 08/12/2008
- SME: Controller

Travel Expense(s)

Background

The University of West Georgia follows BOR BPM section 4 and State of Georgia Travel Regulations with regards to travel expenses and supplements existing BOR policies with the following guidelines for travel at the University of West Georgia.

Guidelines

In general, an individual that seeks reimbursement for job related travel must complete a travel expense statement as an accounting of the claimed expenses to be considered for reimbursement. Expense statements are to be submitted for approval as soon as reasonably possible but within forty five (45) days after the trip is completed. Individuals will only be reimbursed for their own expenses and not for expenses incurred on behalf of another. The university will pay amounts up to the maximum allowable; however, the university also recognizes that departments may place additional limits on submission timetables or amounts to be reimbursed to individuals. The Office of the Controller reserves the right to alter timeframes as may be required for fiscal year end processing.

Exceptions

Where an individual (employee) or multiple individuals (employees) travel as part of a group, i.e., Team or Studies Abroad travel, reimbursements may be submitted for payments made in behalf of the expenses of other members of the group. The group members for which the employee will seek reimbursement must be identified by name and employee number and be submitted at time of payment or reimbursement.

Also, travel expense statements not in compliance with the forty five (45) day submission period may be considered for reimbursement pending the review of circumstances or events which prohibited the individual from compliance with the guideline in addition to previously submitted exception requests. Completion of a "45 Day Reasonable Exception Request Form" is required to document extenuating circumstances for consideration to the appropriate approving official for the funds and is to be submitted with the travel expense statement as additional documentation. Individuals with excessive requests may not be reimbursed. This form may be accessed on the Travel Menu at the following link:

[http://www.westga.edu/assetsDept/travel/45 Day_Exceptn_Req_\(2\).pdf](http://www.westga.edu/assetsDept/travel/45 Day_Exceptn_Req_(2).pdf)

Restrictions

- Travel receipts for which a travel advance was issued must be submitted within ten (10) business days after the trip is completed.

Procedure

- The traveler compiles the required information/receipts; completes an expense statement; and acknowledges the accuracy and veracity of the report with signature.



- The traveler submits the completed expense statement to the appropriate authority for approval with the necessary documentation required. Travel utilizing restricted project funds will require the approval from Sponsored Operations.
- The traveler submits the completed expense statement and receipts to the Office of the Controller for review and audit.

Applicable Forms

- UWG Travel Expense Statement (electronic or non electronic)
- 45 Day Reasonable Exception Request Form