L o c a l   T r a v e l

Campus2Campus
Site Visits
Non-GSU Locations [i.e., meetings, conferences]

Beginning July 1, 2018, a cost comparison is now required to determine whether a rental car or personally-owned vehicle should be used by employees while traveling on state business. The results page from the Car Rental Cost Comparison [CRCC] tool must accompany the Travel Expense Statement [TES] for all rental car and mileage claims. The most cost-effective method of transportation that will accomplish the purpose of travel should be selected.

- **Tier 1 Rate**: If the CRCC tool indicates reimbursement for driving a personal vehicle as the "best value," the employee will be reimbursed for business miles traveled based on the applicable GSA Tier 1 rate [currently, $0.545/mile].

- **Tier 2 Rate**: If the CRCC tool indicates a rental car as the "best value," BUT a personal vehicle is used, the employee will be reimbursed for business miles based on the applicable GSA Tier 2 rate [currently, $0.18/mile].

Exception: Based upon our review of local travel (i.e., travel between campuses, etc.), a minimum mileage to waive the CRCC requirement has been established. If the total daily business mileage is **50 miles or less**, the CRCC is not required.

Mileage must be reported daily on the TES. The total daily mileage [actual mileage less commute/personal mileage, when applicable] of 50 miles or less from the Traveler's home campus and their residence is excluded from the CRCC policy. Employees using a personal vehicle will be reimbursed at the Tier 1 rate [currently, $0.545/mile].

NOTE: All mileage claims (excluding Campus2Campus) must be supported with a mapping printout – such as MapQuest.

1. If there are multiple trips to the same destination, one printout is sufficient [make a note of the applicable dates on the printout].

2. Travel between GSU campuses is supported by the pre-determined Campus2Campus mileage chart.

3. Roundtrip routes must be reported on the TES – with the actual beginning and ending locations being the Traveler's Residence or Home Campus. Unless the Traveler's primary workstation is deemed as 'Online' or 'Other,' commute/personal mileage must be reported on the TES [and supported with a mapping printout].

Contact your TravelTeam@gsu.edu with travel inquires.