

Travel Authorization Form Instructions

Travel Authorization Available Actions:

Employee Name (Enter Employee Name as Supplier)

Supplier Franklin, Mary K-000507256 [more info...](#)
A [select different supplier](#)

Fulfillment Address 000001: (preferred)
US

Distribution
 The system will distribute purchase orders using the method(s) indicated below:
 Check this box to customize order distribution information.

Manual

Enter Travel Destination and Purpose in Product Description

Product Description	Start Date C	End Date D	Category Code E
HoustonTX09102012 Budget Conference B	9/10/2012 <small>mm/dd/yyyy</small>	9/14/2012 <small>mm/dd/yyyy</small>	96288 <small>search...</small>

217 characters remaining [expand](#) | [clear](#)

Registration Expense (not encumbered) Enter Name of individual covering responsibility while on Travel status:

300 F Kia Graves-Craddock G

Internal Attachments

Houston Conference (343k) H [remove...](#)
[add attachment...](#)

Attachment may be copy of registration, program/agenda, special approvals, etc

Additional Info Memo of Justification (Conference hotel was \$50 more than the allotted per diem for hotel)
Registration of Conference is attached I

872 characters remaining [expand](#) | [clear](#)

- A. **Employee Name/Enter Supplier:** Only employees and students can be entered in this text box. Non-employee travel should be processed using the payment request form. Enter the first few digits of the employee's or student's last name and a list will appear to select the appropriate supplier. Or you can click on supplier search to find your employee or student. Vendor in Spectrum = Supplier in Panther Mart.

- B. **Product Description** – Input details about the trip. The first row will include the location city and state followed by the first day of travel. Please be sure to not include spaces on the first line. (I.e. Houston TX)

- C. **Start Date** – The date represents the first day of travel. You can either enter the date in the box or you can select the calendar to the right to select the first day of travel.

- D. **End Date** - The date represents the last day of travel. You can either enter the date in the box or you can select the calendar to the right to select the last day of travel.

- E. **Category Code** – Category codes is used to determine the specific use of the form. To review a complete list of category codes used for the travel authorization form select the search link. In description enter “Travel”.

96288 – Employee Travel – Use this code is the authorization is for travel

96298 – Employee Travel – Mileage - Use this code if the form is for Employee mileage

99900 – Student Travel Expenses – Use this code if the authorization is for student travel

99901 – Student Travel – Mileage - Use this code if the form is for Student mileage

- F. **Registration Expense (not encumbered)** – Include registration in the Non-PO section of the Travel Authorization (**expenses listed in this section do not create an encumbrance**, just a recording). In order to initiate payment for Registrations, use the Payment Request Form for direct payments or reimbursement. (I.e. \$300)

- G. **Enter Name of individual covering responsibility while on Travel status: *****this section is per business process and is not mandatory for Disbursement, but could be mandatory per your business unit requirements. This section is used to give details to who will cover your job responsibilities while you are away on your travel.

- H. **Internal Attachments add attachments:** The Internal Attachments section allows attachment of necessary supporting documents to the published Form. Attachments provided in this section will not be sent to the supplier. You have two attachment types (File and Link)

Internal Attachments H ? X

Attachment Type

Attachment Details

File Name

File

- I. **Additional Info:** The additional information section allow for additional attachment information. You can write in your attachment information. Some examples of write in attachments include Program details, Memo of Justification information and Details for special approvals.

Per Diem

For more information on per diem rates please refer to the links below:

- In-State Travel
- Travel outside the State of Georgia
- International Travel

Per Diem Meal Expense

J

Description	Price	Quantity	Ext. Price
Breakfast	9	5	0.00
Lunch	12	5	0.00
Dinner	24	5	0.00
Total			0.00

recalculate list total

Per Diem Hotel (Lodging) Estimated Expense

K

Description	Price	Quantity	Ext. Price
Hotel Hilton	150	4	0.00
			0.00
			0.00
Total			0.00

recalculate list total

Airfare

L

Airfare

- J. Travelers may claim allowable amounts per day (per diem) for meals. Per Diem rates vary by location (traveler’s destination). Travelers are not required to submit receipt when claiming per diem.
- K. Travelers may claim allowable amounts per day (per diem) for lodging. Rates vary by location (location of hotel). Please note, GSU will allow up to 20% in excess of the allowable per diem. (Questions may be referred to Disbursements). **In State Travel** (See Lodging Expense – Page 10) Lodgers must be at least 50 miles from GSU to claim lodging per diem. http://sao.georgia.gov/vgn/images/portal/cit_1210/62/49/164649488SAO%20Travel%20Policy%202011.pdf
- L. Air Travel should be purchased using the new Travel Inc website. <http://services.gsu.edu/travel-services-proceedures/>

Car Rental M

Estimated Expense

State Contracted Rental Car Vendors

Fuel N

Estimate Fuel Cost

(Fuel may be provided for a Rental Car or for GSU owned vehicle)

Mileage O

Description	Unit Price	Quantity	Ext. Price
Estimated Mileage	0.555	<input type="text"/>	
Total			0.00

[recalculate list total](#)

Other P

Taxi Parking Train Tolls *MISC Q

Identify Estimated Misc Expense (refer to State of GA Travel Regulations)

Internet - \$10

Airline Bags - \$25

R

265 characters remaining [expand](#) | [clear](#)

Total 0.00

- M. The Georgia Statewide Travel Regulation requires that all travel be planned according to the **least cost and what is most advantageous** for the university. Our current contracted vendors are Enterprise Rent-A-Car and National Car Rental. Review the Auto Insurance Provision <http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>
- N. Fuel – Employees can be reimbursed for fuel if they use a GSU owned vehicle or a rental car.
- O. The Official Code of Georgia Annotated (OCGA) Section 50-19-7 requires the State of Georgia to follow the GSA rates for mileage when **State employees are reimbursed for use of a privately owned vehicle on official travel**
- P. The ‘**Other**’ section details items that are specific to your travel allocations. Enter the amount in the box associated with your travel. Receipts required for expense \$25 or greater.
- Q/R. Misc section is used to enter all expenses not covered in (P). You will enter the amount in (Q) and the details in (R). (i.e – (p) \$25 (R) Airline baggage charges

Review the [Travel Authorization Quick Reference Guide](#) for additional details.