

SOM- Department of Obstetrics and Gynecology	TITLE: MCG Travel Request and Expense Statements	Policy: FI008
Department Guideline	Date: September 19, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

URL link to this on line policy is: <http://www.mcg.edu/Policies/1203.html>

*Medical College of Georgia Administrative Policies and Procedures  
Office of Primary Responsibility: Controller's Division  
No. 1.2.03*

## **Travel**

### **1.0 TRAVEL AUTHORIZATION**

1.1 Each employee required to travel in the performance of his official duties and entitled to reimbursement for expenses incurred shall have authorization for the performance of this travel. Officials authorized to approve absence from campus for employees are defined generally as follows:

- 1.1.1 Department chairman for department faculty and employees.
- 1.1.2 Deans or associate deans for department chairman and others reporting directly.
- 1.1.3 Vice presidents for directors and others reporting directly.
- 1.1.4 Hospital administrator for hospital employees.
- 1.1.5 Directors for division employees.
- 1.1.6 President for vice presidents, deans, directors, and others reporting directly.

**NOTE:** The traveler cannot approve his own absence from campus.

1.2 The authorization to travel must be requested on the multi-part [Travel Request Form](#). The request should indicate the itinerary, estimated cost, mode of transportation, and general purpose of the travel. A copy of the seminar or meeting announcement or other documentation indicating meeting place and times, when applicable, should be attached to the completed Travel Request Form. Authorization for foreign travel is covered under Administrative Policy and Procedure [Section 1.2.03a](#).

1.3 In requiring certain employees to travel, the Institution expects to reimburse these employees for any reasonable and necessary expenses incurred while traveling from their official headquarters or place of residence.

**NOTE:** Employees in approved travel status are covered by Worker's Compensation.

In as much as what may be considered as reasonable is a relative matter, it is deemed advisable to set forth certain general regulations.

## **2.0 TRANSPORTATION - GENERAL REGULATIONS:**

2.1 Transportation within the State may be by personal auto, rental car, or common carrier. A traveler will be authorized to choose between a personal vehicle and a common carrier only after a careful analysis of the distance, timeliness and overall cost factors have been considered.

2.2 Transportation outside the State will be by common carrier. Exceptions are as follows:

2.2.1 If travel by common carrier would be more expensive or less advantageous to the Institution, a personal auto, or rental car may be used. Authorization must be received from the Travel Manager prior to the trip. Under these conditions, reimbursement may include subsistence and lodging costs en route plus mileage.

2.2.2 When a personal auto is driven out-of-state at the convenience of the traveler, no prior authorization is required, and reimbursement will be limited to the current mileage rate or the round trip day tourist class airfare, whichever is less.

2.2.3 When less than five employees from the same budget unit travel by auto to the same place for the same function; the use of only one car is encouraged and desired.

## **3.0 TRAVEL BY AUTOMOBILE**

3.1 Reimbursement for transportation by automobile will be at the rate per mile approved by the State Budget Bureau (see [Exhibit III, Item 2: http://www.mcg.edu/Policies/forms/1203exIII.html#mileage](http://www.mcg.edu/Policies/forms/1203exIII.html#mileage) ) and is to include the normal expenses incurred in the operation of a personal vehicle. In addition, reimbursement may be made for other expenses incurred in the operation of a personal vehicle for storage, parking, and bridge and road tolls.

3.2 Mileage will be computed by the most direct route from the point of departure to the destination. When the purpose of the trip requires additional miles to be driven, point-to-point mileage records should be given in the appropriate section of the Travel Expense Statement (MC-394).

**NOTE:** The Rand McNally Road Atlas is utilized to establish the point to point mileage limit.

3.3 The initial point of departure shall be considered as the employee's residence or official headquarters, whichever may be nearer the destination point. The initial point of departure on weekends or holidays should be the travelers actual point of departure.

3.4 When departing via common air carrier reimbursement is permissible for mileage to the airport from residence and return, if departing or returning on weekend or holiday. If departing or returning on weekday, mileage is computed from MCG (8.5 miles). Reimbursement is also permissible for transporting official visitors to and from the airport.

3.5 Actual odometer readings will be reported, however, personal mileage will be excluded in determining the mileage for which reimbursement may be made.

3.6 Reimbursement will not be made for payments made by the traveler to other individuals.

3.7 Employees sharing a ride with another state employee using either a state or personal vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the expense voucher the name of the person they rode with and the dates of the trips. Those utilizing state owned aircraft should also indicate such as a mode of transportation.

#### **4.0 TRAVEL BY COMMON CARRIER**

4.1 Transportation by common carrier will be by scheduled plane, train or bus.

4.2 Reimbursement will be made by presenting a ticket stub, receipt or other documentary evidence of the expenditure. Maximum reimbursement will be limited to the 7 day coach fare, unless approved by the dean or vice president. Reservations should be made sufficiently in advance so that discount fares and seating will be utilized when available. The [negotiated DOAS state airfare contract](#) should also be reviewed to determine if it is the most economical.

4.2.1 Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the institution's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the institution. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the institution will be obligated to pay the penalties and charges.

Super Saver Rates - When on official state business, employees will be reimbursed for early or delayed travel expenses in order to take advantage of Super Saver Rates. The appropriate departmental authority must determine that

the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in salary and additional subsistence. Prior approval of the Travel Office is required.

4.2.2 Passenger's coupon from common carrier ticket must be retained and included with Travel Expense Statement even when secured through the Travel Office at no cost to the traveler.

4.2.3 A mandatory airline ticket contract, for use by state employees when traveling on official state business, has been negotiated by the Department of Administrative Services (DOAS). Copies of the current contract can be obtained from the Travel Office. MCG can only reimburse at the contract price. Travel costs which exceed the DOAS current contract will be the responsibility of the traveler.

## **5.0 TRAVEL BY PRIVATE AIRCRAFT**

Reimbursement for the usage of private aircraft will be at the rate per mile as provided by law for automobiles for the most direct route from the employee's residence or headquarters to the destination point(s), whichever is nearer (see [Exhibit III, Item 2: http://www.mcq.edu/Policies/forms/1203exIII.html#mileage](http://www.mcq.edu/Policies/forms/1203exIII.html#mileage) ).

## **6.0 TRAVEL BY VARIOUS TRANSPORTATION SERVICES**

6.1 Transportation will be reimbursed between the individual's departure point and the common carrier's departure point; between the common carrier's arrival point and the individual's lodging or meeting place; and between lodging and meeting places if at different locations.

6.2 It is usually more efficient and economical to arrange for lodging at the nearest point to the meeting place in order to avoid excessive transportation expense.

6.3 It is expected that lodging or meeting provided transportation will be utilized when available.

6.4 Although receipts are not required for such items of transportation, a point-to-point explanation must be given for each item reimbursed.

6.5 Transportation services for personal activities, such as trips to restaurants, are not reimbursable.

## **7.0 TRAVEL BY RENTED AUTOMOBILES**

7.1 Under certain conditions, employees may be permitted to rent passenger-carrying motor vehicles for transportation necessary and convenient to the execution of their official duties and services to the Institution.

7.2 A consideration of the economies between rented cars and available commercial transportation will be evaluated in granting approval to utilize a rented automobile.

7.3 Prior approval must be obtained from the Travel Manager when the use of a rented car is deemed necessary.

7.4 Rental transportation will not be authorized as a substitution for normal taxi and/or shuttle services.

7.5 Rental transportation will not be authorized for travel generally performed by use of a personally owned automobile.

7.6 An employee receiving approval to utilize rented transportation will be reimbursed for actual rental costs incurred for official transportation. No claim should be made and no reimbursement paid, for mileage charges accrued as a result of or for the portion of the flat daily charge attributable to personal transportation.

7.7 Reimbursement for the optional assessment of personal accident insurance related to the automobile rental will not be paid.

7.8 See [Exhibit III, Item 1](http://www.mcg.edu/Policies/forms/1203exIII.html#rental) (<http://www.mcg.edu/Policies/forms/1203exIII.html#rental>) for the approved list of car rental companies.

7.9 To obtain a rental car, the Request for Interagency Motor Pool Vehicle (MV 200) must be completed in duplicate with original signatures and sent to the Travel Office for approval with approved Travel Request. The traveler then takes one copy of the form to obtain the car.

7.10 The rental agency will bill the MCG Travel Office, who will charge the appropriate using department account for the cost.

7.11 When tips are deemed necessary in the course of travel by any of the above modes, they may be reimbursed as travel.

## **8.0 SUBSISTENCE - GENERAL REGULATIONS**

8.1 Subsistence (meals and lodging) within the county of an employee's official headquarters or place of residence or within a thirty-mile radius of employee's official headquarters or place of residence is not allowable.

8.2 An employee taking annual or sick leave while away from headquarters on official business is not entitled to subsistence for the period of leave.

8.3 Lodging:

8.3.1 Reimbursement will be made for lodging expense incurred in a hotel or motel on the presentation of a paid copy of the bill. Although adequate accommodations should be obtained, deluxe hotels and motels should be avoided whenever possible.

Some hotels and motels offer reduced rates to State Employees. The offers are subject to availability of space and changes in price. A list of participating hotels

and motels is published annually and is available from the Travel Office. Employees who travel are encouraged to obtain the listing and patronize those hotels and motels offering reduced rates. It is permissible to stay at the hotel in which the meeting is being held even though less expensive accommodations may be available elsewhere; however, it is expected that reservations will be made sufficiently in advance so that conference rate accommodations available will be utilized.

Greater expenses at another hotel other than the convention site will not be approved without justification.

8.3.2 When a room is shared with other employees on travel status, reimbursement will be calculated on the pro-rata share of the total room cost. An employee on travel status, if accompanied by a person(s) who is not an employee on travel status, is entitled to reimbursement at the rate of a single room.

8.3.3 The General Assembly passed Act No. 621, during the 1987 legislative session, providing that Georgia State or local government officials or employees traveling on official business in state should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law and should be paid by the traveler. A copy of the State of Georgia exemption of the local hotel/motel excise tax form (Exhibit II) may be obtained from DOAS or print [Form HMTAX1.pdf](http://www.mcg.edu/Policies/pdf/formhmtax1.pdf) (<http://www.mcg.edu/Policies/pdf/formhmtax1.pdf>), which is in [Adobe Portable Document Format](#).

**Please Note:** To access this document for viewing or printing, you will have to acquire [Adobe Acrobat Reader](#) (DOS, Macintosh, Windows and UNIX). Once you've downloaded and installed the correct version of Adobe Acrobat Reader on your computer, set the helper application preferences in your Web browser to automatically launch Adobe Acrobat Reader when you access a file with a .pdf suffix.

8.3.4 Lodging expense cannot be paid other than for overnight accommodations. Late check out penalties are not reimbursable.

## 9.0 MEALS

9.1 Reimbursement will be made for actual cost of meals, including tips, within reasonable limitations as noted in [Exhibit III, Item 3](http://www.mcg.edu/Policies/forms/1203exIII.html#meals) (<http://www.mcg.edu/Policies/forms/1203exIII.html#meals>). The cost of breakfast, lunch or dinner may exceed the limits as defined in Exhibit III, Item 3, but cannot exceed the total of the amount authorized for the meals taken.

**NOTE:** Individual budget units may impose other maximum meal charges provided the amounts do not exceed those stated above. Individual meal costs can be higher than the rates for breakfast, lunch or dinner not to exceed the maximum for the day or the combination of limits for meals taken.

9.2 Lunch expense is only reimbursable when overnight lodging is incurred or a day trip exceeds 13 hours from official headquarters.

9.3 If departure occurs at 6:30 a.m. or later, no breakfast expenses will be permitted. If return is before 1:00 p.m. or if departure is after noon, lunch expense will not be allowed. If return is at 7:30 p.m. or earlier or departure is at 7:30 p.m. or later, dinner expense will not be allowed.

9.4 Reimbursement may also be allowed for a noon meal not associated with overnight lodging if it is a scheduled part of an intradepartmental meeting or training session, approved by the department head, which exceeds six hours in length and is held more than 30 miles from the employee's office. Reimbursement for such expense may be documented by a copy of the formal written agenda.

9.5 Employees who are more than 30 miles away from home or headquarters on a one day work assignment and depart prior to 5:30 a.m. are entitled to reimbursement for breakfast expenses, even when there is no overnight lodging.

## **10.0 MISCELLANEOUS**

10.1 Registration fees required for participation in conventions or conferences which an employee is authorized to attend will be reimbursed when supported by a paid receipt. Reimbursement, however, cannot be made if the employee does not attend the meeting.

10.2 Registration fees cannot be prepaid if the amount is less than \$25. Refer to the Check Request Procedure, Administrative Policy and Procedure [Section 1.2.05](http://www.mcq.edu/Policies/1205.html) (<http://www.mcq.edu/Policies/1205.html>) for detailed instructions.

10.3 Reimbursement cannot be made for optional assessments or fees or personal memberships.

10.4 Any part of registration fee applicable to meals, where shown separately, shall be reported as meal expense and not as registration fee.

10.5 Expenses for official telephone, fax, and telegraph messages which must be paid by the traveler are allowable. Examples of allowable communications include calls to confirm meeting times, calls to faculty or staff at home or office on Institution business, and calls to one's own home requesting communication with office on MCG business. Reimbursement claims shall indicate the number called, the person contacted, and justification for the communication.

10.6 Tips rendered in response to services, such as baggage handling, provided an employee while on travel status are not reimbursable as they are considered to be included in the daily per diem for meals and incidental expenses.

10.7 Expenditures for entertainment, laundry, valet service, and other similar personal expenses cannot be reimbursed.

## 11.0 EXPENSE REPORTING

11.1 Prompt travel expense declarations are required of traveling employees prepared in accordance with published instructions. The expense declarations must include only the specific expenses of the employee performing the travel and may not include any expenses for any other individuals or employees. The use of the form, "Travel Expense Statement," (MC 394) is required for compliance with the Institution's Travel Policy.

11.2 Forms can be obtained from the Warehouse to be used by employees in requesting authority to travel at Institutional expense and for declaring expenses incurred in performance of authorized travel.

## 12.0 EXPENSE REPORTING - TRAVELER

12.1 Prepare "Travel Request" form providing all information specified, along with authorized signatures.

**NOTE:** The multi-part feature of this form requires that all information be entered on the form by typewriter.

12.2 Channel the completed form in accordance with the routine printed in the lower section of the form for trip to be reimbursed by MCG. For trips not to be reimbursed by MCG, a copy of the approved Travel Request form must be on file in the traveler's department for 18 months after the completion of the trip.

12.3 Contact one of the travel agencies listed in [Exhibit III](#) (<http://www.mcg.edu/Policies/forms/1203exIII.html#agents>), Item 4 if services are desired in making airline reservations and designate whether MCG travel, Personal travel, or PPG travel. Instruct the travel agency to deliver the airline tickets to the MCG Travel Office where you can pick them up. Notify, in writing, the MCG Travel Office of any changes or cancellations.

## 13.0 EXPENSE REPORTING - TRAVEL OFFICE

13.1 Receive approved "Travel Requests" and retain copies as follows:

13.1.1 Encumbrance Copy - Retain for "Travel Expense Statement" preparation.

13.1.2 Travel Service Copy - Retain for airline ticket payment.

**Note:** All Federal grants (account number ending in 01-50) need Sponsored Accounting approval.

## 14.0 EXPENSE REPORTING - TRAVEL AGENCY

14.1 Arrange for transportation and other travel assistance as requested by the Traveler and deliver airline tickets to MCG Travel Office.

## 15.0 EXPENSE REPORTING - TRAVELER

15.1 Pick up airline tickets from MCG Travel Office.

15.2 Prepare "[Travel Expense Statement](http://www.mcg.edu/Policies/pdf/1203ex1.pdf)" (<http://www.mcg.edu/Policies/pdf/1203ex1.pdf>) promptly upon completion of authorized travel and attach necessary receipts. Failure to comply with the following are the most frequent causes of delay:

15.2.1 Employee's signature must appear on Travel Expense Statement.

15.2.2 One of the approving officials in Section III of the Travel Request form must approve the "Travel Expense Statement."

15.2.3 If a copy of the "Travel Expense Statement" is sent, the signatures must be original.

15.2.4 Original hotel bills are required as receipts. If original bills are included in the "Travel Expense Statement" of another employee, a copy may be submitted with reference as to the location of the original.

15.2.5 Hotel bills that show more than one occupant must have an explanation attached.

15.2.6 Departure and arrival times must be entered.

15.2.7 Passenger coupon from airline ticket must be attached even when secured through the Travel Office at no cost to traveler.

15.2.8 For phone calls, record number, identify person called and reason for calling.

15.2.9 When requesting mileage rate in lieu of air travel, specify if passengers were carried.

15.2.10 Travelers who lose or do not obtain a paid in full (zero balance) hotel bill or registration receipt must secure a copy before reimbursement can be made.

15.2.11 Tips related to meals must be included in the requested reimbursement for meals and are subject to the applicable limits. Tips rendered in response to services must be itemized and listed in the miscellaneous section of the "Travel Expense Statement."

15.2.12 Forward "Travel Expense Statement" to the official authorized to approve individual travel expenses.

**NOTE:** This person generally is the same person who gave permission to be absent from campus. No traveler is authorized to approve their own expenses even though the budget utilized is the traveler's responsibility.

## **16.0 OFFICIAL AUTHORIZED TO APPROVE TRAVEL EXPENSES**

16.1 Review "Travel Expense Statement" to verify Approved/Travel Expense items as follows:

16.1.1 Expense limitations prescribed within travel policies.

16.1.2 Supporting receipts where required.

16.1.3 Adequacy and completeness of information stated.

16.1.4 Inclusion of authorized items for reimbursement.

16.1.5 Mathematical accuracy.

16.1.6 Approve expense statements by signature and forward to Travel Office.

## **17.0 TRAVEL OFFICE**

17.1 Receive approved "Travel Expense Statements," stamp date, and match with Encumbrance Copy of "Travel Request."

17.2 Perform pre-audit routine of expense statements.

17.3 Communicate with Traveler and/or Approval Authority to obtain any additional information or receipts as determined during pre-audit.

17.4 Process statements for payment. Ordinarily, the checks for reimbursement will be mailed within 120 hours of receipt of properly completed expense statement.

## **18.0 INSTRUCTIONS FOR PREPARING TRAVEL EXPENSE FORM (MC 394)**

The [Travel Expense Statement](http://www.mcg.edu/Policies/pdf/1203ex1.pdf) is available as a 2 page interactive PDF form\* (<http://www.mcg.edu/Policies/pdf/1203ex1.pdf>)

**\*NOTE:** Interactive PDF forms require Adobe Acrobat Reader. If you want to save the completed form you must have a full licensed version of Adobe Acrobat software installed on your computer. Contact your systems administrator if you are unsure of your settings.

18.1 Complete upper portion of "Travel Expense Statement" in full. The check will be mailed to campus address.

18.2 Under column marked "Date" - Use month and day.

18.3 Under "Time Departed/Arrived" - Use time departed and time arrived at destination for each portion of trip.

18.4 "Location/Points Visited" - use cities in which expenses were incurred.

18.5 "Details of Subsistence" - Show expenditures for meals and hotels.

18.6 "Common Carrier" - Record any transportation charges, including point-to-point description. Enter airfare only when purchased through other than MCG Travel Office. Show total on front page.

18.7. "Miscellaneous" - Record any registration fees, phone calls, and tips (tips for meals should be included with meals). Show total on front page.

18.8 "Automobile Mileage Record" - Fill in date of departure and date of return, also State and License Tag Number of car. If more than one car is used, make separate report for each. Show city of departure and city or cities visited (or locations visited within one city when significant), recording speedometer readings on leaving one city and arriving at next one. Record actual miles for State use only. State and License Tag Number of car must be given in this section if any personal vehicle expenses (parking, tolls, etc.) are claimed.

18.9 Determine "Grand Total" on front page. Sign statement and obtain proper approval. Attach all receipts (i.e., passenger's coupon of airline ticket, hotel, registration) to original copy only and send to the Travel Office.

18.10 Refer to completed Expense Statement ([Exhibit I](#): <http://www.mcg.edu/Policies/forms/1203ex1.html>) for illustrations.

18.10.1 A reference pamphlet on MCG policies and procedures titled "Travelers Guide" is available from the Travel Office.

18.10.2 The Medical College of Georgia through the Board of Regents has entered into an agreement with American Express Travel Related Services Company, Inc. to provide faculty and employees earning \$15,000 or greater an opportunity to acquire the American Express Corporate card at no cost. For more information contact the Travel Office at ext. 2658.

Date: 1 July, 1972 | Rev. No: 95-4 | Rev. Date: 1 November 1996 | No. 1.2.03

**Travel Expense Statement Form - <http://www.mcg.edu/Policies/pdf/1203ex1.pdf>**

Please remember when submitting your travel expenses if these expenses are being transmitted to MCG you must provide detailed hotel receipts.

If there are problems, the department may not be contacted immediately by the Travel Section within the Comptroller's office. It is the responsibility of the person submitting the statement to verify the status of the expense forms and to reconcile before turning in the expense form to the OBGYN Administrative Department.

The Administrative person will verify the accuracy of the expenses and obtain the section signatures. All department leave requests and approved OA-1 forms will be attached to the Travel Expense Form.

The Travel Expense Form must also have original signatures affixed. Copies and rubber

stamps are not allowed.

**Georgia Hotel and Motel Operators:**

**EXHIBIT II** <http://www.mcg.edu/Policies/pdf/formhmtax1.pdf>

July 31, 1987

**STATE OF GEORGIA**

**EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX CERTIFICATION – THIS IS TO CERTIFY THAT THE LODGING OBTAINED ON THE DATE(S) IDENTIFIED BELOW WAS REQUIRED IN THE DISCHARGE OF MY OFFICAL DUTIES FOR THE STATE AND QUALIFIES FOR EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX UNDER OCGA CHAPTER 48-13, (AMENDED BY ACT 621)**

**Signature of Official or Employee**

**Name of Official or Employee**

**Agency Representing**

**Accounting/Fiscal Office Contact**

**Date**

**Phone No.**

**Date(s) of Lodging**

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**Form - HMTAX1**

**(Name) (Title)**

**MEDICAL COLLEGE OF GEORGIA**

**Sally Purvis (706) 721-2658**

**Printed or Typed**

On April 2, 1987 Act No. 621 amending section 48-13-51 of the Georgia Code became effective. This Act provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered payment made directly by a state agency from appropriated funds. Upon verification of the identity of the state official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this notification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the Fiscal or Accounting Office of the department or agency employing the individual identified below.

**Travel Information Sheet – Exhibit III**

**[Policy 1.2.03, Travel, Exhibit III, Travel Information Sheet](http://www.mcg.edu/Policies/forms/1203exIII.html#agents)**

**(<http://www.mcg.edu/Policies/forms/1203exIII.html#agents>)**

*Medical College of Georgia Administrative Policies and Procedures*

*Office of Primary Responsibility: Controller's Division*

*No. 1.2.03*

## Travel Information Sheet

Revised July 2000

### RENTAL CARS

- A. **Avis Rent A Car**; 1-800-331-1212. \$43 per day; unlimited mileage. Discount stickers available in Travel Office.
- B. **Enterprise Rent A Car**; 1202 Walton Way, Augusta, GA 30901; (706) 722-2407 or 3839-B Washington Rd., Martinez, GA (706) 855-1068. Twenty-four hour charge \$49 for cars and \$66 for vans, unlimited mileage. Delivery to and from MCG available 8:00 A.M. to 6:00 P.M.

**Note:** To obtain a rental car, the [Request for Interagency Motor Pool Vehicle-MV 200](http://www.mcg.edu/Policies/pdf/CarRental.pdf) (<http://www.mcg.edu/Policies/pdf/CarRental.pdf>) must be completed in duplicate with original signatures and sent to the Travel Office for approval with approved Travel Request. The traveler then takes one copy of the form to obtain the car.

**MILEAGE RATE -** .28 cents per mile for travel before 9/10/05 and  
.485 cents per mile for travel after 9/10/05

**MEAL RATES -** Reimbursement will be made for actual cost of meals, including tips, within reasonable limitations as noted in the [Travel Office Per Diem Supplement](http://www.mcg.edu/Policies/forms/1203per.html) (<http://www.mcg.edu/Policies/forms/1203per.html>). The total maximum allowance for the day is the sum of the allowances for individual eligible meals. For example, if an employee is only eligible for lunch and dinner, then the maximum daily allowance is the sum of the maximums for those two meals.

### AUTHORIZED TRAVEL AGENCIES

- **AAA TRAVEL**; 3601 Walton Way Ext.; Augusta, GA 30909; (706) 738-6611
- **AIKEN TRAVEL**; 226 Newberry St., S.W.; Aiken, SC 29801; (706) 724-3460
- **AUGUSTA TRAVEL**; 917 Druid Park Avenue; Augusta, GA 30901; (706) 737-2308
- **BETH SHEEHAN'S**; 2166 Central Avenue; Augusta, GA 30901; (706) 737-0228
- **MORRIS TRAVEL**; 3549 Wheeler Rd.; Augusta, GA 30909; (706) 737-4444

### PROHIBITIONS ON FIRST-CLASS TRAVEL

Travel regulations have been revised to expand prohibitions against State payment for first-class air travel to include all levels of service other than coach.

## Travel Checklist

What funds are being used to pay for expenses?

- Departmental RI Accounts
- PPG Physician Funding
- MCGRI Sponsored Accounts

Account Number \_\_\_\_\_

Please proceed with the following submittal of:

- IDX Form
- Department Travel/Leave Request with proper backup signatures
- MCG Travel Request with approvals or MCGHI Travel Request
- Hotel:
  - Tax Exempt Form
  - Accompanied by Spouse (no cost to department)
- Airline:
  - Morris Travel
  - Augusta Travel
  - Other: \_\_\_\_\_
- Rental Car:
  - Avis
  - Hertz
- Conference Registration
- Meals: Be sure to verify daily per diem rates based upon location of meetings.
  - Per diem
  - All receipts
- Shuttle/Taxi
- Parking:
  - Airport
  - Hotel
- Transportation:
  - Mileage