

Gordon State College Travel Information for the Person on the Go:

If you are traveling as part of your job duties for Gordon State College, certain things are to be done to reduce all costs associated with your travel.

First, you are required to file a travel authorization for all Overnight travel, whether in the State of Georgia or outside the State of Georgia.

Gordon State College follows all rules and regulations associated with the Statewide Travel Regulations and everyone is strongly encouraged to be familiar with them. Other rules and regulations may be set forth by the President of Gordon State College.

: You should always shop around for the lowest logical airfare when flying. GSC does not allow for priority, business class or first class airfare. Coach or main cabin tickets only. No main cabin + (plus) tickets are allowed. Statewide travel regulations state that once your travel dates have been confirmed, all flights should be booked at least 14 days in advance, but no more than 30 days, *when practical*.

Lower cost flights should be chosen when within two hours before or after the *preferred* flight time. You must show that you did look for flights both 2 hours before and 2 hours after your *preferred* flight time. A screen shot of each must be included to validate the cost of your flight.

: GSC employees are allowed reimbursement for the first checked bag at the airport as long as the cost was incurred. Receipts required.

: GSC no longer will reimburse for any meals associated with a day trip. IRS regulations state that it is considered taxable and the USG has no way to logically track these cost.

: The 75% rule for per diem reimbursements applies to out of state travel for the first and/or last day of travel, not in state.

: You are required to attach documentation to your expense reports when asking for a reimbursement. Agendas, maps, receipts and anything else that will show just cause for the expense. If there is no documentation attached to your expense report it will be sent back or denied.

: All expenses submitted 60 days after the last day of travel are taxable, per IRS regulations and are not guaranteed to be reimbursed.

: All persons submitting mileage reimbursements should have normal commute miles listed on their expense report when traveling from home.

: GSC reserves the right to deny any and all travel related expenses that are not pre-approved.

: Memberships dues/fees must be in the name of the Institution or Agency. Memberships should go through the President's Office for approval. If a membership is paid on behalf of an individual, the individual must be required by his/her department, institution or agency to be a member of the organization as part of his/her employment; per the University System of Georgia Board of Regents and as such, it must be pre-approved.

: A full copy of the Statewide Travel Regulations can be found at: <https://sao.georgia.gov/state-travel-policy>