



SARE Scholarship Travel Guidelines

The following travel guidelines are intended to assist SARE scholarship recipients as they collect their documentation for travel reimbursement. These guidelines reflect Federal and University of Georgia travel policies for 2024.

Southern SARE offers funds for travel for scholarship recipients to conferences, workshops and other events. Travel funds can be appropriated in one of two ways:

- Working with individuals directly in providing funds to support travel.
- Appointing designated organizers to recruit participants, be a point of contact for SSARE, or work with local vendors such as bus/van charter companies for farm tours.

All original receipts submitted must be in the name of the traveler. No reimbursement for expenses associated with another person will be paid. It is recommended that receipts be taped to an 8.5 X 11 sheet of paper to prevent loss.

Travel expenditures must be filed for reimbursement within 20 days of the completion of the travel event.

Hotel

Participants may be reimbursed for their lodging. However, depending on the method of allocation used, hotel accommodations may be limited or partially reimbursed. Hotel accommodations cannot be directly paid by Southern SARE nor will Southern SARE make the reservations for the participants. It is highly recommended participants make reservations at host or referred hotels to obtain the discounted room rate. If the participant chooses to make reservations at non-referred hotels, the lower room rate will prevail. Southern SARE does not reimburse for miscellaneous charges. **Original receipts in the traveler's name is required.**

NOTE: Per University of Georgia policy, only hotels/motels are allowable lodging establishments for reimbursement. Businesses, such as Airbnb, Vrbo, HomeAway, condos/townhomes, or similar vacation rentals are not allowable lodging services. All travelers need

to be aware of this State of Georgia policy and that neither UGA nor USG has the authority to grant exceptions. For UGA to reimburse lodging expenses, travelers must stay at a hotel or motel.

In the case where one organizer or participant pays the lodging for a group of participants, a list of participants and their addresses will be necessary for reimbursement of the lodging. The hotel bill/invoice should be in detail with individual names matching the list provided by the organizer. If double occupancy rooms are used both names must appear on the invoice.

Event Registration

There are two options when paying SARE-related event registrations:

- The participant pays for the registration and is reimbursed for the expense. If registration is paid by the participant, original registration receipts must be submitted to SARE for reimbursement.
- The registration is directly pre-paid by SARE. If an individual participant wishes for SARE to pay the registration directly, all necessary paperwork must be submitted to SARE in a timely fashion to allow time for processing. Registration forms must be legible, preferably typed and submitted to Tydaisha White at tydaisha.white@uga.edu.

For organizers handling participant registrations, all registration forms must be legible, and preferably typed with names, addresses and contact information of each participant. This also applies to registration associated with farm tours. Organizers should collect the registration forms and submit them as a set. No individual registration forms are accepted. Send the registration forms to Tydaisha White at tydaisha.white@uga.edu.

Deadlines for direct payment of registration will be set at the time of the sponsorship or release of the scholarship. This deadline will be strictly followed in order to have plenty of time to process the paperwork. Those participants that fail to provide the necessary information for prepayment of registration will have to pay registration and tour fees at their own expense and seek reimbursement.

Meals

Meals are not included in Travel Scholarship reimbursements unless pre-approved by Southern SARE. If meal expenses have been pre-approved for travel, refer to the following guidelines:

Government per diem rates apply to meals (<http://www.gsa.gov/perdiem>). While on travel status, SARE will reimburse up to the per diem for breakfast, lunch and dinner per day in the city and state the meeting is being held.

- No per diem rate will be reimbursed for meals that are part of the event.
- Only 75 percent of the per diem rate will be reimbursed on the day of departure and the day of return (first and last days). To calculate your 75 percent rate, multiply the per diem rate by 0.75.
- Alcohol is not reimbursable.
- Catered meals are not reimbursable.
- Subtract the incidentals from the per diem rates. Incidentals are not reimbursable.

Receipts are not required to be reimbursed for meal per diems with a few notable exceptions:

- Reimbursing group meals is not allowed. In cases where the server has placed the entire table order on one ticket, separate tickets must be requested to obtain a receipt for reimbursement.
- If a meal is paid by you as part of a planned meeting function (all go to lunch and pay separate), you will be reimbursed for the actual amount of your receipt.

Government GSA meal per diem rates do not apply when traveling within Georgia. Contact Tydaisha White at tydaisha.white@uga.edu for current Georgia meal per diem rates.