SARE Related Travel Guidelines

Travel to SARE related functions (AC meetings, proposal reviews, and conferences, when required) will be reimbursed from SARE funds. Travel status is referred to as the day of departure from the individual's home base through the date of return to the home base.

**AIRFARE** -Air travel arrangements can be made two ways. Airfare can be direct billed to the SARE program by contacting our office so that we can complete the necessary travel paperwork. In order to utilize this arrangement the travel paperwork must be completed and processed by the reservation deadline date specified by the conference host hotel (we will give this date to you when you call). If there is a 30-day deadline on making the hotel reservation then the airfare

arrangement assumes the same deadline. The second option for air travel arrangements is for the airfare to be paid directly by the participant and reimbursed through the normal reimbursement process. We encourage participants to book their airfare early for the best pricing.

Reimbursement will only be in the amount for a ticket purchased by the 14-day advance. In the event there is a charge for checked luggage, SARE will reimburse for a maximum of one (1) piece of checked luggage. **Receipts are mandatory.**

**HOTEL** - For SARE hosted meetings or conferences notify us with your intention to participate so that a "block" of rooms may be reserved in advance. This provides the participant with discounted room rates for reservations made prior to the deadline date specified by the hotel. If not, the participant will pay the increased rates. Participants are responsible for their hotel reservations and are required to pay their hotel charges, including room rates, and are reimbursed through completion of the necessary travel reimbursement procedures. If the participant incurs miscellaneous charges, only allowable expenditures such as internet connect fees and telephone charges, within reason, will be reimbursed. Non-business related items such as stocking of the hotel room "mini-bar'', poolside service or movies will not be reimbursed. **Original receipts are mandatory.**

**EXTRA DAYS** - In general, you should arrive the evening before a meeting and depart on the final meeting day; however, it may be necessary, depending upon travel time and destination, for certain participants to require an additional night's stay in the hotel. A simple statement of justification can eliminate questions and avoid delays in reimbursements.

**MEALS** - Per Diem rates apply to meals per website: [www.gsa.gov/perdiem.](http://www.gsa.gov/perdiem) When going to the website, look for City and State where meeting is being held and subtract the incidentals (incidentals are not reimbursable). Some meals are/ will be provided as part of the meeting/ conference package. No per diem rate will be reimbursed for that particular meal(s). In the circumstance where a Continental breakfast may be included and you decide to eat an earlier or healthier breakfast, save your receipt, and we will reimburse up to the per diem for that meal.

While on travel status, we will reimburse up to the per diem for meeting City and State per day for three meals (with the exception of catered meals). NOTE: On the day of departure and the day of return (first & last days), only 75% of the daily per diem rate will be reimbursed. Due to the fact that per diem rates differ depending on area, we cannot calculate this 75% on the form. To

calculate your 75% rate, multiply the per diem rate by 0.75. We cannot reimburse for alcoholic beverages or reimburse one individual for a group (2 or more) meal. In the 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.

**SHUTTLE/ PARKING /TAXI** / **MASS TRANSIT/ TOLL CHARGES** / **USE OF PERSONAL**

**VEHICLE** - Please select the most convenient and economical way to travel to and from airports, conferences and /or meetings. Mileage is reimbursed at the rate extended to UGA staff ($0.56 mile) and the participant should report actual business mileage for reimbursement. Fuel expenses will only be paid when accompanying a rental vehicle expense. An expense for mileage associated with a rental vehicle cannot be claimed in addition to a rental expense. **Receipts for rental vehicles and fuel are necessary for reimbursement, so please save all receipts.**

**REGISTRATION** - There are two options when paying SARE related registration: One option is to have the registration directly paid by SARE and the second is done as a reimbursable expense. If registration is paid by the participant, original registration receipts must be submitted to SARE for reimbursement. If the participant wishes for SARE to pay the registration direct, all necessary paperwork must be submitted to SARE in a timely fashion to allow time for processing.

**OTHER MISCELLANEOUS EXPENSES** - At times there are circumstances which warrant expenses not referenced above that, if allowable, could be reimbursed to the participant; however, in order to determine their eligibility statements of explanation and / or justifications will need to be provided together with the **proper original receipts.**

# NOTE: All receipts must be in the name of the traveler. No reimbursement for expenses associated with another person will be paid.

**TRAVEL REIMBURSEMENTS FORMS-In** order to receive travel expense reimbursement, all of the following forms **must** be completed and mailed to the SARE Program office along with Original Receipts:

1. UGA Supplier Profile Form (completed online in the Supplier Database at: http://suppliers.uga.edu) - One Time Only From
2. SSARE Travel Reimbursement Form
3. Non-Employee Payment Form and Fees Information Sheet
4. A copy of Conference agenda or brochure cover showing Name of Event, location and dates

# Is reimbursement is being paid directly to your organization, an invoice on letterhead must be mailed in addition to item 1, 2, & 4 above and original receipts.

**NOTE: TRAVEL EXPENDITURES MUST BE FILED WITHIN 20 DAYS OF THE COMPLETION OF THE TRAVEL EVENT.**