



Policy Source: Combination of TCSG and Gwinnett Tech	Owner: Executive Director, Budget Compliance	Effective: 1996
Division: Administrative Services		Reviewed: 2/06, 3/2010, 4/2019, 3/2024 Revised: 4/2019, 3/2024

4.7.1 GT TCSG Travel Policies/Procedures

General Information:

1. Gwinnett Technical College, as directed by the Technical College System of Georgia (TCSG), shall follow the Statewide Travel Regulations issued by the Georgia Department of Audits and Accounts and the Office of Planning and Budget. The regulations are updated annually and posted on the Georgia Department of Audit and Accounts' website (<https://sao.georgia.gov/state-travel-policy>).
2. The website also includes frequently asked questions and other information not addressed in this procedure. **All travel must be approved prior to traveling.**
3. It is the intent of Gwinnett Tech to cover the travel costs of all employees who are required to travel in performance of their official duties. Employees are defined as all individuals who are paid through the Gwinnett Tech payroll system, whether on a full-time benefited position or a part-time non-benefited position.
4. Full-time employees are required to book travel and enter expense reimbursement report through Concur system.
<https://www.concursolutions.com/>
5. Reimbursement for consultants for conferences and meeting attendance is not considered travel and should not be reported on a travel expense statement. A purchase requisition form should be completed.
6. Student travel for meetings and conferences are prepaid by the college.
7. The basis for the payment of travel costs is to be the actual and necessary expense, subject to limitations of the Statewide Travel Regulations, from the employee's work headquarters to the approved travel destination and return to the work headquarters.
8. Employees are expected to be conservative and use good judgment in the choice of lodging and eating establishments.

9. Travel costs are paid on a reimbursement basis.
10. Receipts are required for all expenses except meals. If a receipt is not available for taxi fare, limousine fare, parking, tolls, and portage, an explanation should be included with the travel expense statement.
11. The employee's immediate supervisor must approve travel reimbursements of any amount.
12. Third party payments for employees' travel must be reported to TCSG 30 days after the completion of travel.

Submission of Travel Requests:

- All overnight travel must be approved by the division Vice President prior to the date of travel. All out-of-state travel must be approved by the President. The Gwinnett Tech Travel Request Form – Pre-Approval for Travel for in-state travel or the TCSG Authorization for Out-of-State Travel form must be completed and submitted for approval. All out-of-state travel should be approved at least thirty (30) calendar days prior to the departure date.
- Requests for pre-payment of registration fees associated with the travel may be made using a Dues Form. A copy of the approved travel and instructions for the registration payment must be attached to the form.
- All travel is to be charged to a budget. This information must be placed on the travel request form and the travel expense statement.
- Georgia state law provides that all Technical Colleges are exempt from certain local hotel/motel excise tax. The tax-exempt form notifies the hotel of the exemption status and it should be presented to the hotel at check-in. If the hotel refuses to accept the tax-exempt form at check-in, the employee should attempt to resolve the issue with hotel management before checking out at the end of their stay. If the matter is still unresolved, the employee should pay the tax and explain the payment of the tax as an unusual expense on their travel expense statement.
- In general, employees should complete the expense reimbursement report with attached documentation within 10 business days of the completion of the trip. If an employee is expected to have more than one travel in the same month, the employee should wait until the end of the month to complete multiple trips together in order to save on processing costs.
- Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but **no later than 45 calendar days**. Travel expense report submitted after **60 days will not be processed**.
 - Travel forms are available on the Gwinnett Tech Share Point intranet → Administrative Services → Budget Office → Travel Forms & Information