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 you should never reserve a flight more than 30 days in advance or less than 14 days before your expected date of travel.

- GSC no longer reimburses for any Tips associated with your travel.

- 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.

- As a GSC employee, you are now required to register for the GSC Enterprise Carshare program. You will get to this by going to the login station from the GSC homepage and clicking on the Enterprise logo.

- Enterprise Carshare cars at not allowed to be taken home.

- 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 can be revised, sent back or denied.

- Anyone not showing the attempt to use a carshare vehicle (attach a screenshot of where you tried to reserve a car) when asking for a mileage reimbursement will automatically get the reduced Tier 2 price for mileage.

- You must have either attended a mandatory training session or read and completed a training survey in order to get any reimbursement.

- All expenses submitted 60 days after the last day of travel are taxable, per IRS regulations.

- 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. 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.

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

Revised 2-7-2019