Non-Employee Travel Guidelines

General

All travel expenses for non-employees (contractors, consultants, job position candidates, students, visitors, guests) on official Institute business are required to follow the same travel policies/procedures used by Georgia Tech (GT) employees.

- All travelers must seek the most economical/practical travel options available.
- All requests for travel reimbursement must be submitted to Accounts Payable on a GT Travel Expenses Statement. (Attached.)
- All travel lodging and meal reimbursement requests must comply with State of Georgia accepted per diem limits. See the links included below to determine the per diem limits for travel:
  - Within the state of Georgia - [http://www.georgia.gov/vgn/images/portal/cit_1210/7/40/65786241SAO%20Travel%20Regulations%20effective%20April%202008.pdf](http://www.georgia.gov/vgn/images/portal/cit_1210/7/40/65786241SAO%20Travel%20Regulations%20effective%20April%202008.pdf)
  - Outside the state of Georgia - [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)
- The State of Georgia allows for meal reimbursement at the indicated meal rate limit, minus $3 per day which can be used towards reimbursable incidental costs.
- When a receipt is required, original receipts must be submitted in order to receive reimbursement for an expense.

Transportation

Travelers may be reimbursed for either:

- The actual cost of the coach/economy fair from home to a GT place of business; or
- Mileage, based on odometer readings, at the rate allowed by the State of Georgia. (Current rate is $.50 per mile.)

Direct billing of airfare to Georgia Tech is an option. Direct all inquiries to your AMAC contact.

Original receipts must be submitted for all forms of transportation except mileage.
Non-Employee Travel Guidelines - Continued

**Lodging**

Travelers will be reimbursed for lodging based on State of Georgia accepted per diem limits. (See links in the General Section above.)

Lodging must be paid for by the traveler with expenses reimbursed after the conclusion of a trip.

Direct billing to Georgia Teach is an option when staying at the Georgia Hotel and Conference Center in Atlanta, Georgia.

Original receipts must be submitted for lodging reimbursement.

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**Meals**

Travelers will be reimbursed for meals based on State of Georgia accepted per diem limits, minus $3 per day, to be used towards incidental expenses. (For per diem limits, see links in the General Section above.)

Travelers are only eligible for meals occurring while officially on travel status. Eligibility for partial day meal reimbursement is based on the following departure/return times:

<table>
<thead>
<tr>
<th>Day of Departure</th>
<th>Time of Departure/Return</th>
<th>Day of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>12:00 a.m. - 6:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>6:30 a.m. - 11:00 a.m.</td>
<td>B</td>
</tr>
<tr>
<td>D</td>
<td>11:00 a.m. - 1:30 p.m.</td>
<td>B</td>
</tr>
<tr>
<td>D</td>
<td>1:30 p.m. - 5:30 p.m.</td>
<td>B L</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. - 7:30 p.m.</td>
<td>B L</td>
</tr>
<tr>
<td></td>
<td>7:30 p.m. - 12:00 a.m.</td>
<td>B L D</td>
</tr>
</tbody>
</table>

Travelers overnighting in the Atlanta area are eligible for the following Georgia State approved meal per diems:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$7.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$9.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Receipts are not required for per diem meal reimbursement.
Non-Employee Travel Guidelines - Continued

Miscellaneous Expenses

The following items are among the list of allowable miscellaneous expenses:

- Registration for conferences, workshops, seminars etc.
- Fax/copying services
- Internet service
- Baggage handling fees

The following items are NOT allowable miscellaneous expenses:

- Laundry (allowable when overnight travel exceeds seven (7) consecutive days)
- Tipping for maid services
- Valet services for parking, when self-parking options are available
- Entertainment
- Alcoholic beverages
- Bank charges for ATM withdrawals

Original receipts are required for all expenses, except baggage handling fees.

Reimbursement

Travelers must itemize the costs of transportation, lodging (daily) and meals (daily), and all miscellaneous expenses on a GT Travel Expense Statement.

All required, original receipts should be taped to an 8 ½” x 11” piece of paper and stapled to the associated GT Travel Expense Statement.

Travel Accounting Codes for use by all non-employee travelers, except students and job position candidates:

- 650100 – Non-Employee Travel (excluding mileage)
- 650500 – Non-employee Mileage
- 727100 – Registration Fees (conferences, workshops, seminars)
- 727130 – Non travel reimbursements (office supplies etc.)

Students and job position candidates should use different accounting codes. Direct all inquiries to your AMAC contact.