Effective immediately – the GRU Travel Office is now located in room HSB 123. We are still in the basement of Annex I, but are located towards the south side of the building. (McDonald’s side)

Effective January 1, 2014

All travel taken on or after January 1, 2014 will be affected as follows:

Taxes associated with Hotel/Motel stays WITHIN the state of Georgia . . .

Please remember that as a GRU employee and paying for your hotel or motel charges within the state of Georgia does NOT exempt you from paying sales and use tax. You are, however exempt from paying HOTEL/MOTEL excise tax (also known as occupancy tax).

You are required to submit a completed HOTEL/MOTEL Excise Exemption Certificate, [HOTEL/MOTEL EXCISE TAX EXEMPT FORM](#) when checking into or before checking out of your lodging destination ensuring you are not paying the additional tax.

If the hotel refuses to accept the hotel/motel tax exemption form at check-in, the employee should attempt to resolve the issue with hotel management before checking out at the end of their stay. Employees should also review the hotel/motel receipts prior to leaving the premises to ensure that the taxes have been applied correctly to their lodging expenses in accordance with the state tax laws and regulations and resolve any potential problems and/or overcharges.

If the matter is not resolved by the time the employee checks out, the employee should pay the tax. The employee should explain the payment of the tax as an unusual expense on their travel statement.

Please ensure travelers present a completed Hotel/Motel Excise Tax Exemption Form to the hotel/motel personnel. If the hotel/motel refuse to remove the tax, then the employee must provide the institution with the following information:

- Employee name;
- Date(s) of lodging;
Name, address, telephone number of hotel; and,
Documentation from the hotel/motel of their refusal to omit the tax.
This information **MUST** be included with the Travel Expense Statement or the tax **will not be reimbursed**.

The Travel Office will forward this information to the SAO by email to: SAO_Reporting@sao.ga.gov, or by regular mail to: 200 Piedmont Avenue, Suite 1604 West Tower, Atlanta, GA 30334.

**RECEIPT REQUIREMENT CHANGES**

Receipts are **not** required for the following expenses if the individual amounts are less than $25:

1. Gasoline purchased for rental vehicles
2. Parking
3. Highway tolls
4. Mass Transit tickets
5. Taxi fares
6. Airport vans/shuttles
7. Incidental Expenses

**You are still required to include the detail on the travel expense statement, i.e., taxi TO HOTEL - $10, portage at hotel - $2, parking at conference hall - $5, etc.**

**PER DIEM UPDATES**

**Non-overnight travel**

Meal per diem was amended for Non-Overnight travel to remove the 75% reimbursement restriction. When eligibility requirements are met, an employee may receive 100% of the meal per diem for single day travel. Remember, in order to receive per diem for non-overnight travel – Employees on State business who travel more than 50 miles from their Residence and Primary Work Station on a work assignment, AND are away for more than twelve (12) hours, may receive the total day’s per diem rate, even when there is no overnight lodging. The per diem
allowance, must, however, be adjusted for any meals provided to the traveler. Please remember to indicate departure and arrival times to justify allowable per diem.

**Overnight travel**

All overnight travel, regardless of the time of departure and/or arrival, whether in-state or out-of-state (foreign or domestic), will receive 100% of the allowable daily per diem allowance **EXCEPT THE DAY OF DEPARTURE AND THE DAY OF RETURN**. Those reimbursable per diems are only reimbursed at 75% of the TOTAL ALLOWABLE DAILY rate. Any meals “provided” must be deducted from the total allowable daily rate.

Example:

12/10/2013 - Date of departure - $36/per diem @75% = $27
12/11/2013 – Lunch provided, $7 breakfast + $20 dinner = $27
12/12/2013 – Breakfast provided, lunch @ $9, + $20 dinner @75% = $21.75

If you have any questions or concerns, please contact the Travel Office at 706-721-0013, TRAVEL@GRU.EDU.