

Department of Correctional Health Care

GCHC - DJJ OVERNIGHT Travel Checklist		
1		<p>Choose the correct Travel Expense Statement from the Travel Website at: www.augusta.edu/finance/controller/travel. Choosing the correct form is imperative due to the must updated state reimbursement rates and calculations for reimbursement.</p> <p>--Travel Expense Statement - Georgia Travel Locations</p> <p>--Travel Expense Statement - Overnight (outside of the state of Georgia)</p>
2		<p>Travel Dates From and To -- The beginning and end dates of your travel should be listed. The Travel Expense(TE) Statement Dates are matched to the Provided Direct Bill Enterprise statement.</p> <p>--The Enterprise statement MUST BE submitted with the Travel Expense Statement.</p> <p>--The dates MUST match between the TE and the Enterprise Bill.</p> <p>--Only one trip can be submitted on each Travel Expense Statement submitted.</p> <p>--The period of the rental car rental is considered one trip. i.e., a rental car is rented for one week for multiple day trips.</p>
3		<p>Employee ID # must be included. This is a 6-digit number.</p> <p>If you do not know your Employee ID #, then you may contact GCHC-TRAVEL@augusta.edu or DJJ-TRAVEL@augusta.edu.</p>
4		<p>Home Address - This MUST be provided. No checks will be sent to Inter-office addresses.</p>
5		<p>Meals --</p> <p>--The per diem rate for Georgia travel, is Regular or High cost. Refer to the Georgia Meal Rates for your travel location to determine the amount per meal.</p> <p>--The per diem rate for outside of Georgia, refer to the GSA website for the per diem amounts. Note: incidentals are not reimbursable.</p> <p>--The city must be entered in the location field for breakfast, lunch and dinner.</p> <p>--When traveling outside of Georgia, the traveler is only reimbursed for 75% of the first and last day of travel. To compute this correctly, use the TE - Overnight form, and put the first day of travel on the first line and the last day of travel on the last line in the Meals section.</p>
6		<p>Lodging -- If you stay in a direct-bill hotel, you must enter DIRECT BILL with a zero amount in the lodging section of the TE, and attach a copy of the direct-bill hotel receipt. There should not be any taxes on the receipt. The state is tax-exempt. You must present the tax-exemption and occupancy exemption forms when checking out of your hotel.</p> <p>--For non-direct-bill hotels, please list the location of the hotel, the nightly rate, the dates and the nightly rate. For reimbursement, the detailed hotel receipt must be submitted. The receipt should show that it was paid with a zero balance.</p> <p>--If the hotel receipts are not included with the TE submission, the TE will be returned.</p>
7		<p>Location Points Visited - MUST be entered correctly, including the dates from and to.</p>

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8		<p>Personal Vehicle Mileage - If your personal vehicle (POV) is used, a Rental Car Comparison form and a Rental Car Variance form must be completed and attached to the TE.</p> <p>--Any travel over 400 miles round-trip, must have pre-approval from Sandi Loy or Lynn Bill.</p> <p>--Google Maps from your Campus/Work address to your Travel Location must be attached to your TE showing the mileage.</p> <p>--If you leave from your Home address, then the number of Commute Miles must be entered. This will be deducted from your total travel miles. Commute Miles are not eligible for reimbursement.</p> <p>--If Personal Miles, were used, they should be entered in the Personal Miles column.</p> <p>--Each line should be filled out completely:</p> <p>Date traveled Origin-Starting location Destination-Ending location Begin Miles-beginning mileage on POV End Miles-ending mileages on POV Commute Miles-miles between Home and Work address Personal Miles-miles travel on non-business related activities</p>
9		<p>Rental Cars - When renting a car, use the Enterprise site to reserve your car. Only rent mid-size or smaller vehicles.</p> <p>--A request for Rental Car form must be completed and submitted PRIOR to renting a vehicle.</p> <p>-- If a Blanket is on-file, only one form will need to be completed per fiscal year.</p> <p>--Non-frequent travelers without a Blanket, must submit a new request for Rental car form for each trip.</p>
10		<p>If POV or Rental car was shared with another traveler, then list their full-name in the "If you shared transportation" box. NOTE: Only one traveler will be reimbursed for the Rental car or mileage of a POV.</p>
11		<p>Transportation -- When traveling via POV, the traveler is ONLY reimbursed for mileage. When traveling via Rental Car, then detailed gasoline receipts will be reimbursed.</p>
12		<p>Parking -- List any parking expense, and provided detailed parking receipts.</p>
13		<p>Signatures -- The traveler MUST sign and date the TE with original signatures. NO DIGITAL SIGNATURES are accepted, and will be returned. There MUST be an approver original signature.</p>
14		<p>Submission of TE - State Travel Policy states that Travel Expense Statements must be submitted to the Travel Office no later than 45 days after the travel has occurred.</p> <p>--Travel for GCHC MUST be submitted to GCHC-TRAVEL@augusta.edu or FAXED to: 706-446-2844</p> <p>--Travel for DJJ MUST be submitted to DJJ-TRAVEL@augusta.edu or FAXED to: 706-446-1052</p> <p>--All Travel Expense documents must be submitted completely filled out, signed with all the appropriate receipts/documents/attachments together.</p> <p>--If not complete, the TE will be returned.</p>
15		<p>Please allow 10 to 15 business days for processing reimbursements, before emailing the travel mailboxes to check the status.</p>

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	16	Attach a Travel Authorization with the submitted Travel Expense Statement - --If a Blanket Travel Authorization for the current fiscal year is already on-file, then a new TA does not need to be provided with the Travel Expense Statement. --If a Blanket Travel Authorization is NOT on-file, include an APPROVED Travel Authorization with the Travel Expense Statement.
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