

Travel Regulations Additional Information

In order to ensure that we are able to process your employee reimbursement in a timely manner, please read and note the following important information. Any missing or incorrect information could delay your reimbursement.

All employee reimbursements are required to be submitted within 30 days after the last travel date.

Ensure that you use the most recent employee reimbursement form located on this website.

Current mileage rate for 2018 is \$.545 per mile.

Maximum meal reimbursement rates (receipts not required) for travel in Georgia are as follows:

	<u>Regular</u>	<u>High Cost</u>
Breakfast	\$6.00	\$7.00
Lunch	\$7.00	\$9.00
Dinner	\$15.00	\$20.00

Georgia High Cost Areas

High cost areas in Georgia are limited to meal reimbursements while ***traveling to*** the following counties only: Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties.

Required attachments to employee expense reimbursement form if applicable:

- Hotel Receipt (must show the daily room charge)
- Airline fares
- Conference Registration
- Miscellaneous such as rental car, baggage fees, registration fees, parking, highway tolls, transportation fares such as Taxi, Uber or other mass transit methods

Note that credit card receipts are not acceptable in lieu of original receipts.