|  |  |
| --- | --- |
| ***GSU Travel***  Internal Process | _Pic3 |

**IMPORTANT**

* **GSU TRAVEL RESOURCES MAY NOT BE USED FOR BOOKING PERSONAL TRAVEL. DO NOT PURCHASE PERSONAL TRAVEL THROUGH CONCUR/TRAVEL INC.**
* **AN EMPLOYEE NAME, AS IT APPEARS ON PAYROLL, will also appear on an airfare ticket purchased through Concur/Travel Inc.**Contact the Payroll Unit for instructions on how to update a name in the Payroll System. Payroll can be reached by calling (404) 413-3300, or by emailing: [payroll@gsu.edu](mailto:payroll@gsu.edu)
* **When traveling to countries listed on the State Department’s Warning list, contact the Office of International Initiatives to discuss International Travel** [**itravel@gsu.edu**](mailto:itravel@gsu.edu)
* **Best Practice: Contact Travel Inc. by phone to discuss International Travel - (877)-548-2996**
* **Department should provide non-employee/guest with guidelines for travel expenditures in advance of travel. Travelers should be made aware of per diem allowances. (See Section 2, Non-Employee Travel Authorization (signature approved form).**

**RESOURCES**

**Concur/Travel Inc** (Travel Reservations) On the web, at [travel@gsu.edu](mailto:travel@gsu.edu), or by phone (877) 548-2996.

**Auxiliary Services** provides training, on request, on “how to navigate and use Concur/Travel Inc.” Visit: <http://travel.gsu.edu/info>

**The Spectrum Team** provides training on the use of PantherMart, including how to enter a Travel Requisition and create a Travel PO. Spectrum provides periodic updates to the Concur on-line system. [spectrum\_team@langate.gsu.edu](mailto:spectrum_team@langate.gsu.edu)

**The Office of Disbursements** provides general guidance on the travel process. Travel payments are process by Disbursements. Disbursements is responsible for travel reconciliation and for annual reporting of employee travel to the Department of Audits and Accounts. [accountspayable@gsu.edu](mailto:accountspayable@gsu.edu)

**Easy, Step By Step Process:**

1. **ESTIMATE THE TOTAL COST OF THE TRAVEL ENGAGEMENT**

* **Review the provisions in the State Travel Policy.**

Link to: STATE OF GA TRAVEL REGULATIONS:   
<http://tools.finance.gsu.edu/policies-procedures-results/entry/4/129/?gfsearch=travfd>

* **Note how GSU Practices (may) differ from State Policy:**
* Travel Advances are limited to Student Travel.
* State vehicle rental rates not available for non-employees/guests.
* GSU direct billing for auto rentals not available for non-employees/guests.
* **Find per Diem rates by location - Log onto** [**http://www.gsa.gov**](http://www.gsa.gov) **:**
* Note the lodging per diem rate for your destination.
* Note the meal per diem rate for your destination.
* Consider the cost for taxi or other ground transportation, auto rental with gasoline purchase or business miles to be reimbursed, tolls, internet, etc.
* ***Find the estimated cost of airfare for your destination (2 methods)***
  + *Log on to Concur, at* [*travel@gsu.edu*](mailto:travel@gsu.edu) *(Campus ID, and Password required for access)*
  + *Phone Travel Inc: (877)-548-2996.*

1. **OBTAIN PRE-APPROVAL for BUSINESS TRAVEL**

**Pre-Approval for travel may be any form of written approval. However, most GSU colleges / units require the Travel Authorization Form. This form (generally) requires the signature approval of the individual to whom the traveler reports.**

* + - TRAVEL AUTHORIZATION - **EMPLOYEE** ( Signature approval required)  
       Link to form: <http://tools.finance.gsu.edu/browse-by-function/?gf_search=travrel>
    - TRAVEL AUTHORIZATION - **STUDENT** ( Signature approval required)

Link to form: <http://tools.finance.gsu.edu/browse-by-function/?gf_search=travrel>

* + - TRAVEL AUTHORIZATION - **NON-EMPLOYEE/GUEST** ( Signature approval required)

Link to form: <http://tools.finance.gsu.edu/browse-by-function/?gf_search=travrel>

Use of the Non-Employee Travel Authorization form is ***highly recommended:***

***Provides pre-approval for guest travel expenditures***

***Documents /communicates reimbursement limits for guest travelers***

|  |
| --- |
| 1. **COMPLETE A TRAVEL AUTHORIZATION FORM IN PANTHERMART - OBTAIN A PO NUMBER** |

*The Travel Authorization Form in PantherMart is an* Electronic Form *used for the purpose of encumbering (setting aside) funds, and for identifying approved expenditures.* **The electronic Travel Authorization form in PantherMart, creates a requisition, which, when approved electronically, produces a Purchase Order (PO).**

* **A valid PO number is required when arranging travel**
* **Submit a Travel Authorization Form in PantherMart to obtain a PO number**

If the traveler is:

1. **EMPLOYEE:** - complete the Employee Travel Authorization Form, in PantherMart. (Note, although students may also be employees, students will not have a profile in Concur).
2. **STUDENT**: complete the Student Travel Authorization Form, in PantherMart.
3. **NON-EMPLOYEE — GUEST TRAVELER**: complete the Non-Employee Travel Authorization Form, in PantherMart.   
   Note: **for guest / non-employee travel, the** **vendor name to be used on the Travel Authorization Form in PantherMart will *always* be NON-EMPLOYEE TRAVEL, Vendor # 000036642**. ONLY Airfare will be encumbered.
4. **AUTHORIZATION FOR BOOKING TRAVEL**

**Travel can be booked in one of 2 ways:**

* **Book Travel Online (PREFERRED / Most Cost Efficient)**

Log on, using your Campus ID number and Password to: [TRAVEL@GSU.EDU](mailto:TRAVEL@GSU.EDU)

* **Phone** **Travel, Inc at (877) 548-2996**

**Types of Authorization required for booking travel:**

* **Employee** (except student employees) have a profile already set-up in Concur. Employees may self-service.
* ***Travel Assistant****:* An (authorized) GSU employee may book travel for another employee.
* ***Guest Travel Arranger***: An (authorized) GSU Employee can book travel for another employee, student, or for a non-employee/guest.

**BOOKING EMPLOYEE TRAVEL**

**Travel Assistant or Guest Travel Arranger: A GSU employee can book travel for another employee.**

1. BOOKING ON-LINE through the WEBSITE [travel@gsu.edu](mailto:travel@gsu.edu)

An employee must be set up as a Travel Assistant or as a Guest Travel Arranger in order to book travel for another employee on-line.

***An employee can be set up as a Travel Assistant or as a Guest Travel Arranger in the following ways:***

1. A Traveler can add an employee as a **Travel Assistant/Guest Travel Arranger** with an update to the traveler’s profile.

(For more information see <http://travel.gsu.edu/info> ).

1. **Guest Travel Assistant (only)** can be set-up via spreadsheet which must be completed by the College Dean’s office (or equivalent). This update is completed by the vendor (Concur/Travel Inc.) For more information contact your Dean's office.

B. Booking Travel Arrangements via the **PHONE – Travel Inc. - (877) 548-2996**

*A GSU employee can book travel for another GSU employee over the phone without being set-up as a Travel Assistant or as a Guest Travel Arranger.*

**BOOKING STUDENT, GUEST/NON-EMPLOYEE TRAVEL**

Student, Guest/Non-Employee Travel Arrangements can be made in one the following ways:

* + **Guest Travel Arranger** may phone Travel Inc at (877) 548-2996 to make the reservation
  + **Guest Travel Arranger** can log onto Concur, at [Travel@GSU.EDU](mailto:Travel@GSU.EDU) and book the travel
  + ***Travel Assistant or Guest Travel Arranger*** may complete the Travel Inc. Guest Traveler Authorization Form and submit it to Disbursements for Authorization. Form: <http://services.gsu.edu/files/2014/02/TRAVEL-INC-GUEST-TRAVELER-AUTHORIZATION-Updated-01-14-20142.pdf>
    - **Hosting Department will email the Travel Inc Guest Traveler Authorization Form to**  **Disbursements, at** [accountspayable@gsu.edu](mailto:accountspayable@gsu.edu).
    - **Disbursements will check the details on the PO, sign off on the form, and email it to Travel Inc.**
    - **Disbursements will advise the Guest Travel Arranger (and/or the Guest Traveler) to contact Travel Inc. to make the Travel Arrangement.**

1. **PRE-PAID LODGING**

Note: If **Employee or Student Lodging** is to be **pre-paid,** follow these steps (non-employee/guest lodging may not be pre-paid):

1. **Ensure pre-paid lodging is pre-approved as part of the over-all travel engagement.**

(Departments may have encumbered the funds when entering a Travel Authorization for either an employee or a student into PantherMart. If that is the case, departments may contact Purchasing to request the PO amount be decreased by the amount of the pre-payment for lodging. However, adjusting the PO is not a requirement).

1. **At least 15 business days before the scheduled check-in, contact the hotel and request a confirmation for lodging.** The confirmation will act as an invoice, and should include the name of the hotel (include the name of the parent company, where applicable). The confirmation should list name of employee or student who will lodge, the lodging rate per night, dates of stay, and number of nights - for a total pre-payment amount.  
     
   **Ensure the hotel is set-up in the vendor file** (check that the correct remittance address is set-up on the vendor file).

Vendor records are input/maintained by Purchasing. Email: [Supplier@gsu.edu](mailto:Supplier@gsu.edu) for assistance with vendor set-up/updates. (Note: Vendor set-up may take 24-72 hours, depending on volume).

1. **Enter a Payment Request Form into PantherMart, payable to the Hotel.** Scan in the hotel's confirmation (invoice).

* **Email** [**accountspayable@gsu.**edu](mailto:accountspayable@gsu.edu) to advise that voucher # XXXXXXX has been entered as a hotel pre-payment. Request rush processing.

Important: **Allow 10-15 days for the hotel to receive the check by mail or overnight by UPS**. **Indicate how the check is to be sent and where the overnight delivery is to be charged, where applicable.**

**Hotel prepayment checks cannot be held for pick-up.**

* **Consider sending the payment by Wire Transfer**. (Wire transfers are generally reserved for foreign payments, where payment is being sent to a bank outside of the US, however, it is reasonable to send a hotel pre-payment by wire transfer, even when the hotel is located in the US. See the instructions for Wire Transfer: <http://tools.finance.gsu.edu/files/gravity_forms/4-8e07dc847fdf28f377a979c5da20e99e/2013/06/WireTransferRequestRequirementAndInstruction.pdf>

***Important Note: Non-employee / guest lodging may not be pre-paid. However, GSU can pay hotels directly for non-employee guest lodging if the hotel has a direct billing agreement in place with GSU.***

1. **WHEN THE TRAVEL ENGAGEMENT IS COMPLETED**

* **Employee/Student  
  Complete the GSU Travel Expense Statement**

[**http://tools.finance.gsu.edu/browse-by-function/?gf\_search=dapf**](http://tools.finance.gsu.edu/browse-by-function/?gf_search=dapf)

Indicate the PO # on the Travel Expense Statement

* Attach applicable receipts, secure signatures of approval.
* Submit the Travel Expense Statement, with attachments, to Disbursements by **interoffice mail, or hand-delivery.** Do not scan in Travel Expense Forms into PantherMart (confidential information).

Note: Hertz or Enterprise Car Rentals will send invoices directly to the department. Enter a Payment Request Form entry into PantherMart to pay the invoice).

* **Non-Employee/Guest**Complete a **Payment Request Form** entry, in PantherMart, to reimburse any travel expenses, where applicable
  + To reimburse the non-employee / guest, directly - Code expense to 752100

Applicable Receipts are required.

* + Meals are subject to allowable per diem (Receipts are required for non-employee meal reimbursement. Reimbursement for alcohol is not allowed).
* To initiate payment to 3rd parties (i.e. payment directly to a hotel) on behalf of a non-employee/guest – Enter voucher payable to the hotel. Code expense to 727142

**Questions?** Email them to Disbursements at [AccountsPayable@gsu.edu](mailto:AccountsPayable@gsu.edu), or phone: (404)413-3040.