

- Policy: BFCNEX-12
- Revised: 02/18/2013
- Issued Date: 08/12/2012
- SME: Controller

## **Travel Expense(s) – Non Employees (including students)**

### **Background**

The University of West Georgia follows BOR BPM section 4 and State of Georgia Travel Regulations with regards to travel expenses for non-employees and supplements existing BOR policies with the following guidelines for travel at the University of West Georgia. For the purposes of this policy, a non-employee is one that does not receive compensation paid through USG Shared Services or is not receiving compensation while on travel status.

*Note: Individuals invited to the University for the purpose of an employment interview should follow the Candidate Travel policy (BFCNEX-04).*

### **Guidelines**

An individual that seeks reimbursement for travel must complete a travel expense statement as an accounting of the claimed expenses to be considered for reimbursement. Expense statements are to be submitted for approval as soon as reasonably possible but within forty five (45) days after the last date of travel. The university will pay amounts up to the maximum allowable; however, the university also recognizes that departments may place additional limits on submission timetables or amounts to be reimbursed to individuals. The Office of the Controller reserves the right to alter timeframes as may be required for fiscal year end processing.

### **Restrictions**

- Travel advances are only available for UWG students.
- Travel receipts for which a travel advance was issued must be submitted within ten (10) business days after the trip is completed by submitting an approved non-employee (student) report.

### **Procedure**

- The individual or department compiles the required information/receipts; completes an expense statement.
- The individual or department submits the completed expense statement to the appropriate authority for approval with the necessary documentation required. Travel utilizing restricted project funds will require the approval from Sponsored Operations.
- The individual or department submits the completed expense statement and receipts to the Office of the Controller for review and audit.

### **Applicable Forms**

- UWG Travel Expense Statement (electronic or non electronic)
- 45 Day Reasonable Exception Request Form