College of Arts and Sciences
Travel Policy
Effective July 1, 2012

QUICK REFERENCE GUIDE
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I. INTRODUCTION

This is the Travel Policy for Georgia State University’s (GSU) College of Arts and Sciences (COAS). This policy applies to any COAS student or employee traveling on official university business. All departments should also comply and adhere to any university and/or outside agency (as it relates to sponsored funding) travel policy and procedure.

In this policy, travel is defined as authorization to leave campus on official university business. This policy addresses the process for requesting travel and reimbursement of travel-related expenses. This policy assumes that you have some knowledge of the university’s financial systems and processes.

II. GENERAL INSTRUCTION

The COAS requires submission and approval of the university’s travel authorization form through Panther Mart prior to any employee or student travel. The travel authorization form is used to estimate travel expenses for employees and students based on the State of Georgia Statewide Travel Regulations, and to provide pre-authorization for the traveler to be away on official university business. Upon return from travel, a Travel Expense Statement must be submitted to the department Business Manager with the approved Panther Mart travel authorization attached in order to request reimbursement for travel-related expenses. Please read this policy carefully, as instructions for approval of Department Chair and Director travel are different from those for students and other university employees.
III. APPROVALS

One of two types of approvals are required before travel: Dean’s Office approval or Departmental approval. The type of approval needed will depend on employee title and whether travel is being sponsored by the Dean’s Office or the COAS.

A. Dean’s Office Approval
   - **Department Chairs and Directors** are required to obtain Dean’s Office Approval prior to travel. (Please note: As of August 31, 2012, once a travel authorization has been submitted through Panther Mart, the Dean’s Office will contact the Associate Deans by email for pre-approval. This will occur prior to final approval by the Dean’s Office. Department Chairs and Directors are not required to send any paper authorizations to the Dean’s Office.)
   - **Travel Fully Sponsored by the Dean’s Office**: Employees or students whose travel is sponsored entirely by the Dean’s Office or the College of Arts and Sciences are required to obtain Dean’s Office approval prior to travel by routing the request through the 11001000 workflow.

B. Departmental Approval
   - **Employees (not including Chairs or Directors), and/or Students** whose travel is **NOT** sponsored by the Dean’s office or the College of Arts and Sciences are required to obtain Department Chair/Director approval prior to travel. If applicable, the department’s Associate Chair may approve in the absence of a Department Chair. Please note: **Business Manager approval will not be accepted**!

IV. IMPORTANT ITEMS TO CONSIDER BEFORE CREATING A PANTHER MART TRAVEL AUTHORIZATION

The following are important items to consider before creating a travel authorization in Panther Mart:
   - Travel-related registration expense is not to be included in purchase order calculations; however, the cost of the registration should be “noted” on the Travel Authorization and Travel Expense Statement (“Record Only” section.)
   - Non-employee travel is not to be entered on a Panther Mart travel authorization form. For instances of non-employee travel, please use the Non-Employee Travel Authorization form. (These travel expenses will be reimbursed by entering a Payment Request form into Panther Mart.)
   - In the event that the trip is being completely funded by an outside funding source (i.e. funds not from GSU) the traveler is still required to complete a travel authorization form and have it approved by the Chair in order to remain in compliance with university legal and administrative rules. The paper authorization should be kept on file in the department.

V. CREATING A TRAVEL AUTHORIZATION IN PANTHER MART

The following information gives step-by-step instructions for creating a travel authorization in Panther Mart. Please be sure to complete each step in the process prior to travel.
• **STEP 1.** You must complete a travel authorization (TA) form in Panther Mart at least 10 business days prior to traveling. The completed electronic TA form will then be placed in your cart and assigned a requisition number. Be sure to change the cart name to the “traveler’s name-destination-date of departure.” The requisition is now ready for submission to your workflow approvers (Approver 1, 2 or 3) for electronic approval. Scan and attach all necessary documentation as needed such as airfare/hotel quotes and conference agendas to the authorization. (It is not necessary to scan and attach paper TA’s unless the Chair is not the final approver in the department workflow. In this case, attaching the signed TA assures the final approver that the Chair has authorized the travel.)

• **STEP 2.** Once the authorization is approved in Panther Mart, the travel requisition will be automatically converted to a purchase order and assigned a “PM” number in Panther Mart.

In the event that you must travel suddenly in an emergency situation:

➢ Request email approval from your Department Chair before you depart. *(Department Chairs and Directors will need to request email approval from the Associate Dean prior to travel.)* Include a cost breakdown and copy your department’s Business Manager.

➢ Complete a travel authorization and submit it for approval. Scan and attach a copy of the email approving the emergency trip. Failure to submit a Panther Mart travel authorization prior to travel will result in unauthorized travel. **Travel authorizations completed after travel occurs are not allowed.**

• **STEP 3. After** receiving a purchase order (PM) number:

➢ You may purchase airfare tickets and make hotel reservations using the purchase order number.

➢ For reservations using Travel, Inc., call 770-291-5190 or 877-548-2996 or log on to Georgia State University Travel Services at travel.gsu.edu and enter your Campus ID and password. (Your password is case sensitive.)

• **STEP 4.** Print the authorization and keep in a file or list the PM number and traveler’s name in a log for future reference.

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**VI. POST-TRAVEL INSTRUCTIONS**

The following items must be completed upon return from travel:

• Please review any pre-paid travel expense statements in cases where more than one speedtype is being used. Note accordingly if a speedtype needs to be changed on the final travel expense statement. Important notations regarding speedtypes, especially around fiscal year end should be clearly visible to anyone reviewing the document.

• Please review the Panther Mart travel purchase order. (You may keep hard copies or locate it by searching in Panther Mart.) If you have multiple trips for one traveler, be sure to match the correct PO with the corresponding trip.

• Refer to the Travel Reimbursement Cover Sheet (TRCS) and complete one travel expense statement per trip. (Please note: As of August 31, 2012, all travel reimbursement packets that are submitted to the Dean’s Office must include a completed Travel Reimbursement Cover Sheet to be processed.)
• Write the travel purchase order number from Panther Mart on the travel expense statement.
• Attach original receipts to the expense statement and have the department Chair to sign as the budget approver.
• Submit by interoffice mail to the Office of Disbursements.

*******Department Chairs and Directors are required to submit travel packets to the Dean’s Office by interoffice mail, and the Dean’s Office will secure the approval of the Associate Dean before sending to the Office of Disbursements.*******

VII. REQUIRED DOCUMENTATION FOR TRAVEL REIMBURSEMENT REQUESTS

As of August 31, 2012, all travel reimbursement packets that require Dean’s Office approval must include a completed travel reimbursement cover sheet (TRCS). The TRCS can be found on the Spectrum+TALK homepage. In addition to the items addressed on the TRCS, please pay close attention to the following:
• Verify that the Department/Project Routing ID (workflow) number has been entered correctly on your Panther Mart travel authorization.
  ➢ For Department Chairs and/or Directors:
    ▪ Project routing ID number is 1100000000 for grants fund code 20XXX.
    ▪ Department routing ID number is 1100000000 for all other accounts.
  For all other department travel use your regular department routing ID numbers.
• Memos of justification signed by the Chair should be included for the following:
  ➢ Late submission (All documents should be submitted within 30 days of return date for travel.)
  ➢ Lodging costs above current federal per diem rate for area.
  ➢ Payments made using cash where no official receipt is provided.
  ➢ Reimbursement is requested by one person, but the credit card receipt is in the name of a spouse or other person.

Hard copies of travel expense statements and receipts must be kept on file in the department for auditing purposes.

IV. CONTACT INFORMATION

If you have any questions regarding the COAS Travel Policy, please contact:

James Taylor, Jr.
Administrative Services
College of Arts and Sciences
General Classroom Building, Suite 805
Phone: 404-413-5121

**Please note: This policy will be updated periodically as any corresponding changes are made in Panther Mart, and/or University policy.**