

MGC QUICK REFERENCE GUIDE - TRAVEL

This is a reference guide produced by the Office of Fiscal Affairs. Official rules and regulations will prevail if there is a discrepancy.

Getting Started

New employees make sure of the following:

- You have been **setup in ADP** by the Human Resources Department.
- You have **self-registered** for the Travel Self Service (for your travel and expenses reimbursement).
To register follow these steps:
 - (1) - Go www.mgc.edu, (2) - Click on HR/Employment link (under Employees) at the bottom part of the webpage, (3) - Click on Travel Self Service Link on the left, (4) - As a first time user click on "Register For My Account", (5) - Follow the on screen instructions, (6) - Please make sure the information you key in is exactly the same as you have provided to the Human Resources department of Middle Georgia College (SSN, Date of Birth, Home Zip code etc.), (7) - Please **remember your username and password**, (8) - Please consider choosing a **uniform id** such as your MGC email ID, (9) - After you get registered in Travel Self Service give at least 24 hours before you key in any Expense Reports
- Submit copy of your **valid driving license** to Plant Operations. Also, ensure that you have your own individual driver's PIN for use of the fuel card. For more information contact Plant Operations (x 3034).

All employees make sure of the following:

- Read the MGC Travel Policy and Procedures Manual located at the following location:
 - (1) - Go to www.mgc.edu, (2) - Click on "Intranet" on the top right side of the home page, (3) - Log in to the site, (4) - Under "System Shared Resources" click on the "Administrative Policies and Procedures Manual"
- Prior authorization from the department head and/or any other designated official for the performance of travel is required for each employee who travels in the performance of official duties and entitled to reimbursement for expenses incurred.
- **Authorization** to travel (Travel Approval) is obtained in one of two ways¹:
 - (1) - a **standing travel authorization** in the case of those individuals required to travel on a regular or continuous basis, or
 - (2) - a **one-time travel authorization** in the case of those individuals required to make occasional trips either in-state or out-of-state²
- Ensure **default chartfield values** have been completed in Travel Self Service. To set values go to Profile - Preferences - Organization Data)

NOTES:

¹**Travel Authorizations** will no longer be submitted in Travel Self Service. All travel authorizations are to be submitted for approval on a paper authorization form.

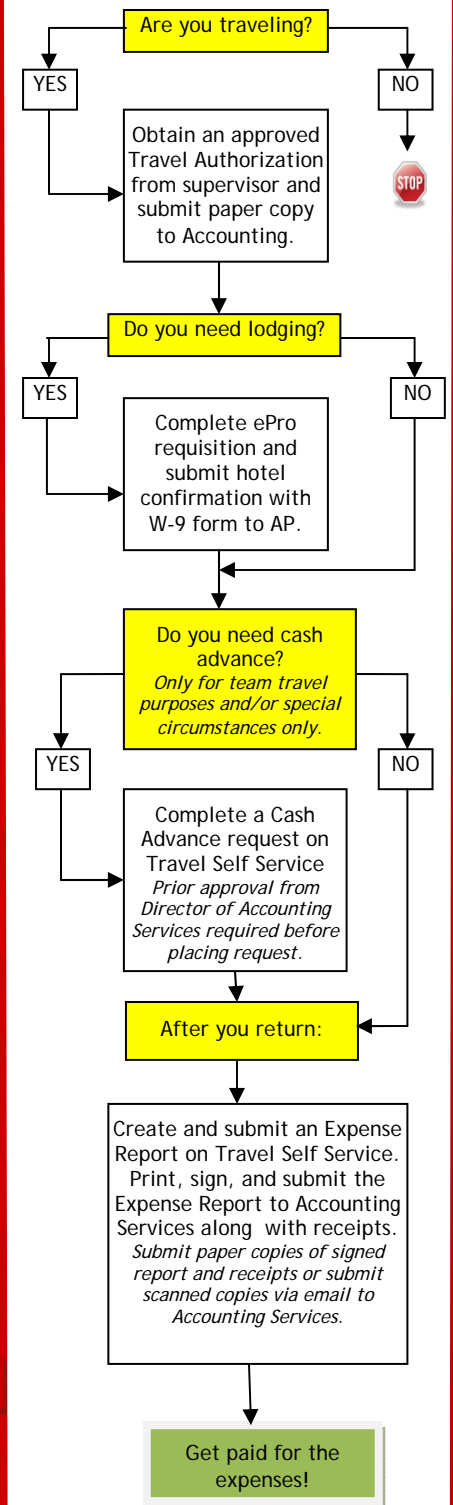
²Out-of-state travel cannot be approved through a standing travel authorization form. **Out-of-state travel** can only be **approved through a one-time travel authorization** form.

Required documentation: hard copy or an electronic (scanned) copy of the form: Travel Self Service authorization is not required.

Which System Do I Use?

Hotel & Registration Fees - ePro - regular PeopleSoft Financials
All Other Travel - Travel Self Service - PeopleSoft Travel & Expenses

Travel Flowchart



Who Do I Call For Help? Accounting email: acct_srvs@mgc.edu
Erika Dennard, Accountant, 934-7524, Jackson Hall Room 204

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Before You Travel

1) DO I HAVE APPROVAL TO TRAVEL?

- a. You must obtain **APPROVAL** from your supervisor to travel through one of the following Travel Authorization forms:
 - i. A standing travel authorization form, or
 - ii. A one-time travel authorization form

Required documentation: hard copy or scanned copy of travel authorization form

2) IS THERE A REGISTRATION FEE?

- a. Registration fees can be paid in three ways.
 - i. Paid with pcard - charge to 727110 - registration expense
 - ii. Requested with ePro (regular PeopleSoft) - charge to 727110 - registration expense - Completed registration form and documentation of tax ID is required (notation on registration form or W-9) to be submitted to Accounts Payable
 - iii. Paid by employee and reimbursed with other travel expenses after travel occurs.

3) ARE MEALS COVERED IN MY TRAVEL EXPENSES?

- a. Meals are covered depending on the begin and end times that you are required to travel
- b. Eligible meals are covered using per diem amounts located on the state subsistence table.

You are not required to submit meal receipts to Accounting Services.

4) DO I NEED LODGING?

- a. Determine the actual lodging charges by securing hotel reservations and obtaining confirmation. Also ask for W-9 form with the confirmation.
- b. Complete ePro requisition. Charge to prepaid travel - account 132160
- c. Submit hotel confirmation and W-9 form to Accounts Payable. Include **approved** travel authorization if not previously submitted.

Required documentation: ePro requisition (PeopleSoft) for hotel, hard copies or electronic (scanned) copy of hotel confirmation and W-9 form

5) DO I NEED A CASH ADVANCE? (*for team travel purposes and special circumstances only*)

- a. Complete a Cash Advance Request Form on Employee Self Service.

Required documentation: Travel Self Service Cash Advance Request Form

While You Travel

1) DO I NEED TO KEEP RECEIPTS?

- a. Keep copies of all receipts except meals. You are not required to submit receipts to the College for meals but you may want to keep copies of meal receipts for your own records.
- b. Keep and submit copy of agenda or itinerary showing which meals are included with the registration fee.

2) If driving personal vehicle, **keep mileage records.**

3) If hotel within the state of Georgia refuses to remove sales/occupancy tax when payment is made with MGC check or refuses to accept check, get written documentation from hotel.

NOTE: You cannot submit meal reimbursement for meals that are included in any registration fees.

After You Travel

1) WHERE AND HOW DO I COMPLETE AN EXPENSE REPORT?

- a. Complete an expense report electronically in Travel Self Service showing actual expenses incurred during your travel, except for meals which will be reported using per diem amounts. Do not include registration fees that were paid with a pcard or with an MGC check. Only include registration fees if seeking reimbursement for these.
- b. Print and submit a signed copy of the expense report.
- c. Submit all necessary receipts with the expense report, i.e. hotel bill, etc.

NOTE: Accounting Services prefers electronic copies of reports and receipts so it is acceptable to scan all documents and submit through email. Accounting suggests that you keep copies for your records until you are paid for your expenses.

Required documentation: Electronically approved PeopleSoft Travel Self Service expense report, hard copy of Travel Self Service expense report signed by traveler (supervisor approval is only obtained electronically in PeopleSoft) and receipts. The signed Travel Self Service expense report and the receipts can be scanned and submitted electronically to Accounting Services.