3. Group Travel

Policy Statement
Group travel exists when a third party is being paid for travel expenses of an employee or paid non-employee on official UGA business. More than one individual does not have to be involved to qualify for group travel. A third party may refer to a business or another individual. The documentation required to process group travel provides the Accounts Payable and Accounting departments with the necessary information to complete the reporting requirements of the State.

Reason for policy
This policy is to define the University of Georgia’s regulations for processing group travel. The University follows reporting requirements set forth by the State Accounting Office, Board of Regents, and the Internal Revenue Service. The University maintains an accountable plan for travel reimbursement. By complying with the IRS rules for an accountable plan, travel reimbursements generally are not taxable income. All travel reimbursement requests must be filed within forty-five (45) days of the completion of the travel or be accompanied by a letter of justification.

Procedures

**Direct Billing of Travel Expenses:** The University will pay vendors for travel expenditures on behalf of employees and/or non-employees who are traveling on official business for the University under certain circumstances.

If no provisions exist to direct pay the vendor then:

- University employees are responsible for seeking reimbursement of travel expenditures through University procedures as stated in the UGA Travel Policy. A link to this policy is provided under Related Information.
- Non-employees should seek reimbursement through the sponsoring UGA department, as appropriate, via honorarium payment. An honorarium payment may be made in cases where the non-employee was a speaker or invited guest who has provided a service. Please reference the Non-Employee Travel Policy link provided under Related Information.

If provisions exist to direct pay the vendor:

- After travel is completed, the department should submit an electronic check request(s) payable to the third party vendor with an invoice from the vendor. A link to the Electronic Check Request System is provided under Related Information.

Note: If both employees and non-employees' travel expenses are being billed, the department must submit two check requests: one with employee expenses and one with non-employee expenses. Each should reference the other request and the two requests together should equal the total amount of the invoice.

**Employee Reimbursement for Group Travel:** In the event an employee covers travel expenditures for another employee or non-employee, the request for reimbursement must be treated as group travel.

If all parties involved are employees, the department should submit one check request with receipts and complete the travel distribution within the electronic check request indicating the amount to be reported for each traveler.

In the event there are employees and non-employees, submit two separate check requests. One check request should include the employee portion and a separate check request for the non-employee portion.

The employee portion check request should include receipts. The travel distribution within the electronic check request should be completed with the amount to be reported for each traveler.

The non-employee portion check request should include receipts.
Both check requests should be made out to the individual that covered all of the associated costs, and the check requests should reference each other.

**Note:** For any individual who pays for another individuals travel, a separate reimbursement request for the expenses that he/she incurred individually should be submitted as a normal travel reimbursement and not as group travel. More instructions regarding group travel can be found within the Travel Regulations at UGA, Training & Development Course Powerpoint, specifically slides 63 through 65. A link to this Powerpoint is provided under Policy Appendices.

### Additional contacts

| Patricia Sims | Phone Number: (706) 542-2786 |

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration  
**Responsible University Administrator:** Associate Vice President & Controller  
**Policy Owner:** Accounts Payable  
**Policy Contact:** Patricia Sims  
**Phone Number:** (706) 542-2786

### Record Retention

#### Research Grant Records

Number 0472-09-006  
These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.  
**Retention:** Final research report is permanent. All other records: 7 years after the end of the grant period.

#### Accounting Records

Number 0472-03-001  
This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expense records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts and invoices.  
**Retention:** Monthly and quarterly reports: 1 year. All other records: 5 years.

### Policy Appendices

**Travel Regulations at UGA, Training & Development Course Powerpoint**

### Related information

**UGA Travel Policy**  
**Non-Employee Travel Policy**  
**Electronic Check Request System**

### Policy Dates

**Effective Date:**