4.1 Non-Employee Travel Authorizations

Policy Statement
Non-employees traveling on behalf of the University of Georgia are required to pay their travel expenses with personal funds and then seek reimbursement from the University. Airfare may be direct billed to the University if the department submits a travel authorization for the non-employee and books his or her flight through one of the University's authorized travel agencies. The travel authorization will result in the airfare being encumbered in the University's accounting records.

A travel authorization for a non-employee can be submitted by one of two methods. The preferred method is via the Electronic Check Request and Travel Authorization System. A link to this system is provided under the Related Information section of this policy. The Non-Employee Request for Authority to Travel Form may also be completed to receive a travel authorization. A link to this web form can be found under the Forms/Instructions section of this policy. One can also access and print the Non-Employee Request for Authority to Travel Form through the Travel Website. A link to this website is included under Related Information.

Note: The Non-Employee Request for Authority to Travel Form is a printable format only. No online data entry is available. It should be printed and submitted to the Accounts Payable department if not filled out through the Electronic Check Request and Travel Authorization system.

Reason for policy
The purpose of this policy is to document when the requirement for non-employees to submit a travel authorization exists.

Procedures
Departments hosting business related visitors may have those visitors’ airfare direct billed to the University by utilizing one of the authorized travel agencies to book the flight. A link to the list of Authorized Travel Agencies can be found under Related Information. Department personnel should assist the visitor in completing the vendor registration process to create a vendor number for the individual prior to the visitor’s travel. A link to the University of Georgia Vendor Registration Website is provided under Related Information. Once registration is complete, a representative from the department can submit a travel authorization for the non-employee via the Electronic Check Request and Travel Authorization system or the Request for Authority to Travel Form.

More instructions regarding non-employee travel and associated travel authorizations can be found within the Travel Regulations at UGA, Training & Development Course Powerpoint, specifically slides 57 through 60. A link to this Powerpoint is provided under Policy Appendices.

Forms/Instructions
Non-Employee Request for Authority to Travel Form

Additional contacts
Patricia Sims
Phone Number: (706) 542-2786

Responsibilities
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.

Credit Card Administration Records
Number 0472-03-013
This series documents administration of credit cards and P-cards issued to institutional staff and units. Records may include: applications, master monthly billing statements, individual card holders' statements, billing summaries, printouts including vendor analysis by code, number of charges and stores, and use summaries.
Retention: 7 years.

Policy Appendices
Travel Regulations at UGA, Training & Development Course Powerpoint

Related information
Electronic Check Request and Travel Authorization System
Travel Website
Authorized Travel Agencies
University of Georgia Vendor Registration Website

Policy Dates
Effective Date:
Date Last Updated: 06/22/2016
Date of Last Review:
Date of Approval:
Previous Version of Policy: