



Voucher#: _____ Date: _____

TRAVEL EXPENSE STATEMENT - U.S. TRAVEL FOR NON-EMPLOYEES

PURPOSE: *This form is only for non-active employees of Georgia Tech. Active employees process all reimbursement requests through the TechWorks T&E System.*

DEPARTMENT / UNIT: _____ **CAMPUS REF #:** _____

NAME:	<div style="display: flex; justify-content: space-between; font-size: small;"> _____ Last _____ First _____ Middle </div>	Vendor #:	_____
ADDRESS:	_____		
EMAIL ADDRESS:	_____		
TRIP PURPOSE:	_____		
DEPT CONTACT:	_____	PHONE:	_____

STUDENT TRAVEL (Non-Employee) GUEST / VISITOR TRAVEL
 TERMINATED EMPLOYEE CONSULTANT/COMPANY/GROUP
 Please select one:
 NON U.S. PERSON U.S. PERSON

MEALS AND LODGING*

State of Georgia:

Atlanta, Augusta, Savannah:
 B/L/D = \$7/\$9/\$20=\$36 per full day
 All Other GA Areas:
 B/L/D = \$6/\$7/\$15=\$28

All Other Locations:

[Per Diem Look-Up](#)

NOTE: 1st and Last Day of Travel Meal Allowance is 75% of Daily Per Diem Limit. 1-Day Trips are Max 75% Rate								
Date	1st/Last Day of Travel?	DETAILS OF MEALS AND LODGING						TOTAL
	75% Rate*	Location/Points Visited	Breakfast	Lunch	Dinner	Meal Subtotal	Lodging	
	Yes					\$ -		\$ -
	No					\$ -		\$ -
	No					\$ -		\$ -
	No					\$ -		\$ -
	No					\$ -		\$ -
	No					\$ -		\$ -
	No					\$ -		\$ -
Subtotals			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Meals for 1-day trips (no lodging) are allowable only if total travel hours are greater than 12 hours and traveler is 50+ miles from home.

Manually calculate the 75% per diem amount and enter in the MEAL SUBTOTAL field.

PERSONAL VEHICLE MILEAGE

DATE	ORIGIN	DESTINATION	POINTS VISITED	GT BUSINESS MILES
TOTAL GT BUSINESS MILES				0
MILEAGE REIMBURSEMENT RATE				0.560
TOTAL MILEAGE EXPENSE				\$ -

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AIRFARE

DATE	POINT-TO-POINT DESCRIPTION	Amount
	TOTAL Directly Billed via Travel Inc.	
	TOTAL Reimbursable to Traveler	
TOTAL REIMBURSABLE AIRFARE		\$ -

GROUND TRANSPORTATION: TAXI / BUS / SHUTTLE / MARTA

DATE	MODE OF TRANSPORTATION	POINT-TO-POINT DESCRIPTION	Amount
TOTAL GROUND TRANSPORTATION			\$ -

RENTAL CAR / RENTAL CAR GAS

DATE	DESCRIPTION	Amount
TOTAL RENTAL CAR & GAS		\$ -

PARKING

DATE	DESCRIPTION	Amount
TOTAL PARKING		\$ -

REGISTRATION FOR CONFERENCE / WORKSHOP

DATE	DESCRIPTION	Amount
TOTAL REGISTRATION		\$ -

MISCELLANEOUS (SUPPLIES, MATERIALS, TELECOM)

DATE	DESCRIPTION	Amount
TOTAL MISCELLANEOUS		\$ -

NOTES / COMMENTS:

Travel Policy Notes:

Campus Ref# 0

Receipts are required for all claimed expenses, other than meals, and ground transportation/parking claims less than \$25.

Alcohol, entertainmant and other personal expenses cannot be reimbursed.

[Link to Official Visitor/Guest Pocket Travel Guide](#)

ACCOUNTING SUMMARY - Non-Employee Travel Expense Codes

Link to Chart of Accounts: <https://gtwebapps.gatech.edu/cfprod/fin/coalu1.cfm>

	PROJECT	EXPENSE ACCOUNT	AMOUNT
MEALS	_____	651130	\$ -
LODGING	_____	651140	\$ -
MILEAGE (PERSONAL VEHICLE)	_____	650500	\$ -
AIRFARE BILLED TO GT BY TRAVEL INC	_____	N/A	\$ -
AIR TRAVEL - PAID BY TRAVELER	_____	651120	\$ -
GROUND TRANSPORTATION (TAXI/BUS/SHUTTLE)	_____	651110	\$ -
RENTAL CAR & RENTAL CAR GAS	_____	651160	\$ -
PARKING	_____	651170	\$ -
REGISTRATION	_____	727100	\$ -
MISCELLANEOUS	_____	651150	\$ -
TOTAL DUE TO TRAVELER:			\$ -
NOTE TO TRAVELER: _____			
(prints on check)			

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years that the above statements are true and I have incurred the described expenses. I have not been reimbursed and have not filed, nor will I file, for reimbursement from any other source, for said expenses.

TRAVELER'S SIGNATURE: _____ **DATE:** _____

DEPARTMENT APPROVAL: _____ **DATE:** _____

Signature

Printed Name

Title of Approver

OPTIONAL ADDITIONAL APPROVAL #1: _____

OPTIONAL ADDITIONAL APPROVAL #2: _____

Approval attests that the travel is authorized and the reimbursement is in accordance with Georgia Tech travel policies.

To expedite payment processing, please attach all small receipts with tape to 8.5" x 11" paper for scanning