

**From:** [oue-request@lists.gatech.edu](mailto:oue-request@lists.gatech.edu) on behalf of [Hopkins, Cory A](#)  
**To:** [oue@lists.gatech.edu](mailto:oue@lists.gatech.edu)  
**Subject:** [oue] Travel & Expense Review  
**Date:** Wednesday, July 28, 2021 11:19:36 AM  
**Importance:** High

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*Sent on behalf of Darren Nowell (Office of the Provost)*

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Hello Everyone,

Travel is now opening up from the Covid-19 lockdowns and we request that **ALL** employees review the GT Travel/Expense Trainings/Policies located at the below link:

<http://www.grants.gatech.edu/workday-training>

- Spend Authorizations and Expense Reports
- Spend Authorizations and Expense Reports 102
- Expenses for Expense Preparers – (for Admin Support Staff who prepare Spend Authorizations and Expenses for other employees and non-employees.)

Keep in mind that the above trainings are the broad Georgia Tech guidelines.

OUE has additional guidelines that must also be followed located at the following link:

<https://oueadmin.gatech.edu/travel-policies> Please review this page as well.

Highlights:

- Expense Reports must be **completed** no later than 45 calendar days after the last day of travel or after the expense was incurred. Within OUE, we request that all travel be submitted no later than 10 business days after the completion of travel.
- Reports that are submitted late or without appropriate documentation may not be approved by Finance or Accounts Payable for reimbursement.
- Non-Travel related expenses should be the last type of procurement action performed by an employee and are limited to a maximum of \$500.00. Documentation must include detailed explanations as to the business purpose/need (e.g., an offsite retreat must have an agenda and list of participants).
  - 1<sup>st</sup> Option – Workday
  - 2<sup>nd</sup> Option – Pcard
  - 3<sup>rd</sup> Option – Expense Reimbursement
- The OUE Travel Form must be completed and attached to a Spend Authorization in Workday (both for the approval as well as the expense report). If the travel is outside of the 48 contiguous states OR is estimated at \$2,500.00 or more then you must have an approval signature on this form from your department head and the Asst. Director of Admin Operations for OUE when it is placed in Workday.
- Detailed documentation of the business activity/purpose must be included per GT policy. This includes a copy of the conference “agenda at a glance,” itineraries, agendas, etc. Any travel

that is not consistent with the beginning/ending of the start/end times must have documentation or should not be charged to GT.

If there are questions or concerns please contact me.

Thanks,  
Darren Nowell