

TRAVEL POLICIES

The Columbus State University Accounting Office follows Policies established by the Board of Regents (BOR) of the University System of Georgia (USG). Specific BOR codes related to travel followed by the University are listed in **Column 1** below. **Column 2** lists the web link which provides additional information related to the policy cited in **Column 1**. **Column 3** and **Column 4** provide information (including website link) pertaining to CSU specific policies which have been created pertaining to the USG policy referenced in **Column 1**. The CSU policies referenced in **Column 3** and **Column 4** have also been downloaded onto CSU's University's Policy webpage at the following link:

https://aa.columbusstate.edu/university_policies/

BOR policy	Additional documentation / detail	CSU related policy	CSU related policy
7.6 Travel From time to time, the Board of Regents will develop and approve new travel regulations. Such regulations will be published and distributed periodically to the various operating units in Section 4.0, Travel, of the Business Procedures Manual, and shall constitute the official Policy of the Board governing travel by USG employees (BoR Minutes, 1980-81, pp. 55-59).	http://sao.georgia.gov/state-travel-policy		
<u>ALL POLICIES FROM THIS POINT FORWARD ARE FROM USG BUSINESS PROCEDURES MANUAL</u>			
4.1 Authorization for Travel	http://www.usg.edu/business_procedures_manual/section4/		

BOR policy	Additional documentation / detail	CSU related policy	CSU related policy
<p>4.2 General Reimbursement Procedures and Documentation Requirements</p> <ul style="list-style-type: none"> 4.2.1 General Provisions 4.2.2 Travel Expense Statements/Requests for Reimbursement 4.2.3 Travel Expense Receipt Requirements 4.2.4 Approval Requirements 4.2.5 Institution Responsibilities 	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		
<p>4.3 Per Diem Allowance for Meals</p>	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		
<p>4.4 Lodging Expenses</p> <ul style="list-style-type: none"> 4.4.1 General Provisions 4.4.2 Tax Exemptions 4.4.3 Other Lodging Charges and Fees 4.4.4 Georgia's "Green Hotels" Program 	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		
<p>4.5 Travel by Institution-Owned, Rental or Personal Vehicles</p> <ul style="list-style-type: none"> 4.5.1 Rental Vehicles 4.5.2 Use of Personal Vehicles 4.5.3 Use of Institution-Owned Vehicles 	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		
<p>4.6 Air Travel and Other Public Transportation</p> <ul style="list-style-type: none"> 4.6.1 Air Travel 4.6.2 Other Public Transportation 	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		
<p>4.7 Miscellaneous Travel Expenses</p>	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		

BOR policy	Additional documentation / detail	CSU related policy	CSU related policy
<p>4.8 Travel Advances and Corporate Credit Cards</p> <ul style="list-style-type: none"> 4.8.1 Authority to Advance Cash for Travel 4.8.2 Approval of Cash Advances for Travel 4.8.3 Amount of Cash Advance 4.8.4 Employee and Institution Accountability of Funds Advanced 4.8.5 Recovery of Cash Advances Made for Specific Trips 4.8.6 Recovery of Cash Advances for Continuous Travel 4.8.7 Corporate Charge Cards 	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		
<p>4.9 Standard Employee Business Travel Forms</p>	<p>http://www.usg.edu/business_procedures_manual/section4/</p>		