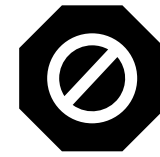


Do



- Check GSA.gov for the domestic per diem rates
- Check US. Department of State website for international per diem rates
- ALL International Travelers must register their itineraries with Global Engagement, even if their trip is paid for by a third party
- Know what your daily per diem rate is before travelling
- Keep receipts for miscellaneous expenses
- Know what expenses are unallowable
- Visit the UGA Accounts Payable travel section for additional information about **In-State** travel policies and regulations
- Submit all Travel Expense Reports within 45 days of return

Don't



- Wait to the LAST Minute
- Do not travel on behalf of UGA **WITHOUT** submitting a Travel Authority, even if your trip is paid for by a third party.
- Use on-line booking services such as AirBnb, VRBO, HomeAway OR similar
- Go over your per diem rates without proper justification; this will be considered self-pay
- Book a rental car without reading and understanding the UGA rental car policies; UGA has a pre-negotiated rental car rate which includes insurance. Cars not booked not on the proper rental rate could result in out of pocket costs
- Unallowable Expenses include Entertainment and Alcoholic Beverages