Meals
- Detailed, itemized receipts are required for all meals, including hotel restaurants and room service.
- Georgia State University will not reimburse meals provided during the conference. Please note that all meals are provided during the conference times.
- There is no reimbursement for alcoholic beverages.
- Maximum reimbursement per meal (on travel days only) according to GSA Per Diem Rate or State of Georgia Allowance:

Accommodations
- Georgia State University will provide accommodations for the conference at the Ellis Hotel, based on the information provided during registration. If the participant opts not to stay at the hotel provided, the participant will not be eligible for reimbursement of hotel accommodations.
- Georgia State University is not responsible for any incidental or cancellation charges.

Airfare
Any airfare purchase outside of the guidelines below will require prior approval via email request to wftaylor@gsu.edu.
- Georgia State University asks that travel arrangements be made at least 21 days prior to departure.
- Only the cost of economy class airline or train tickets up to $750 will be accepted. Please include the full itinerary along with the receipt. If the airfare will exceed $750, please email for approval prior to purchasing the ticket.
- Georgia State University does not pay for travel insurance, seat upgrades, in-flight internet, or cancellation/change fees that are not a result of changes in the agenda.

Ground Transportation and Parking
- Only the cost of economy or intermediate car rental will be reimbursed in the event the traveler lives within driving distance of the meeting location or ground transportation services are not available. If driving a personal vehicle, mileage reimbursement will be provided at the federal rate.
- Attendees may receive mileage reimbursement for distances driven with a personal vehicle that would otherwise be made by air. In these cases, the total reimbursement will not exceed the lowest available round-trip coach airfare for the same destination. Travelers must supply documentation to support what the airfare cost would have been at that time, if the attendee’s personal car is used for these trips.
- GPS and gas costs for rental vehicles will be accepted with the submission of an itemized receipt.
- Georgia State University will not cover the cost of pre-paid refueling services, insurance or car class upgrades.
- Georgia State University will not reimburse for valet parking at the airport; only economy and premium parking charges will be accepted.
- Georgia State University will cover the cost parking at the host hotel only, which charge must be reflected on the final hotel bill.
- Ground transportation to conference location via taxi, rideshare or shuttle will be reimbursed with proof of receipt, but Georgia State University will not reimburse for private car or limo service.
- Georgia State University will provide transportation to the airport upon the conclusion of the conference. If traveler chooses alternative means of departure travel, justification for reimbursement for expenses incurred for alternative means of departure travel must be provided.