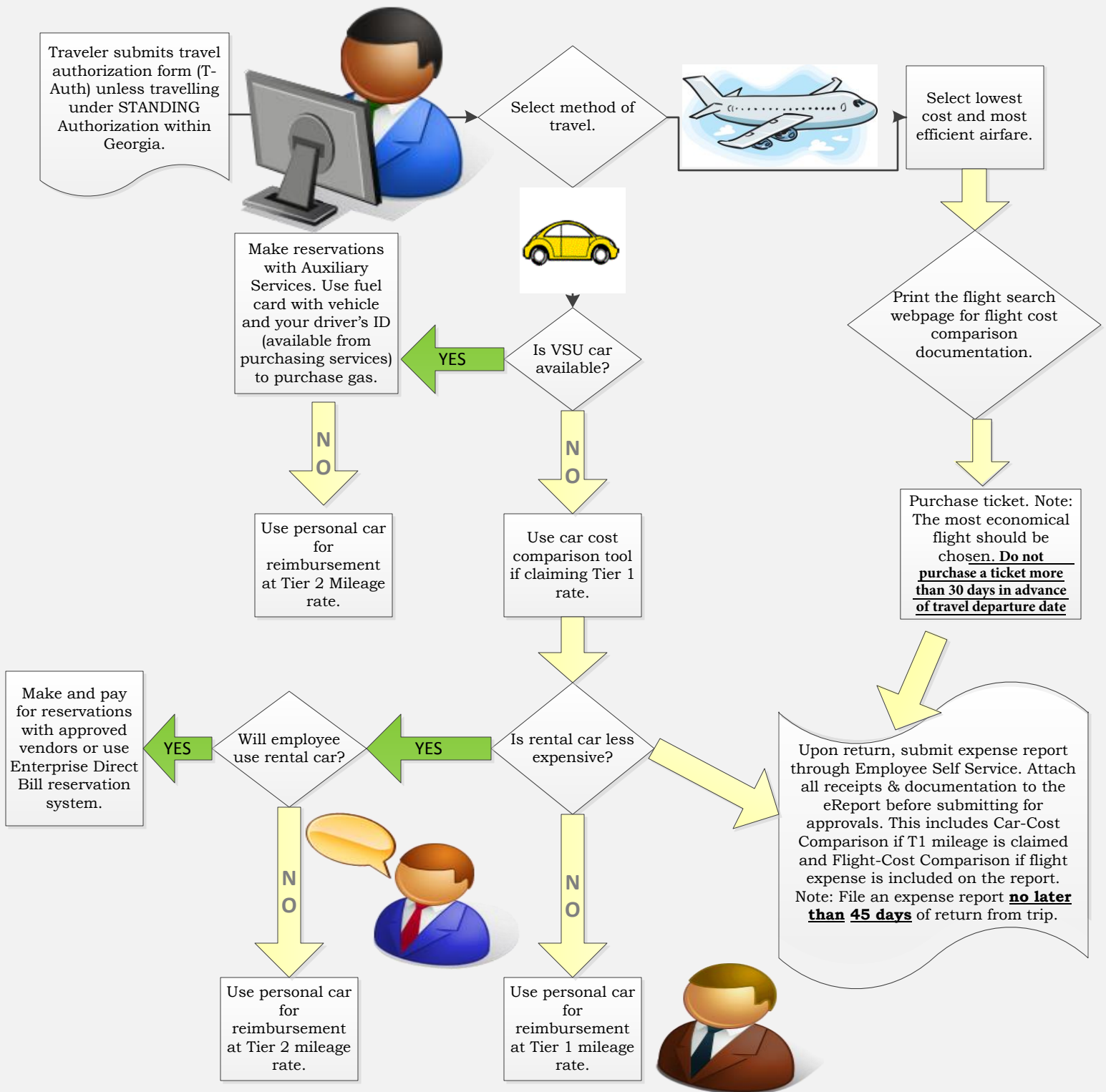


# Summary of VSU Travel Procedures



**NOTE:** This is a summary of procedures only. Please refer to the institution's travel website at <https://www.valdosta.edu/administration/finance-admin/financial-services/travel/> for complete and official instructions.

**CAUTION:**

- P-Card can be used for Air Travel Expense
- Per diem rules apply
- Present "Certificate of Exemption of Local Hotel/motel Excise Tax" upon arrival at hotels in Georgia.
- 1<sup>st</sup> and last day travel – 75% of allowable per diem (As of 2/1/22, this applies to BOTH in and out of state travel meals).