



## Travel Management System (TMS)

JOB AID # 825

Date:

06/20/2016

### Job Description: Travel Reimbursement Submission

#### Travel Reimbursement Submission

In accordance with the State of Georgia policy, employees are to submit all travel expense reports for reimbursement within 10 days of the completion of the event or trip, but **no later than 45 calendar days**. IRS regulations require employees to submit travel expense reimbursement requests within 60 days of the end of the trip. Such expenses, if reimbursed after 60 days, become taxable income to the employee and will be reported on the employee's W-2 Form.