Instructions for Travel

TRAVEL AUTHORITIES (Request for Authority to Travel form) are MANDATORY, whether funding has been provided or not by the Department or the University.

REQUEST FORMS FOR FUNDS FROM:
Forms attached:
  • FAMILY & CONSUMERS SCIENCES
  • HUMAN DEVELOPMENT & FAMILY SCIENCE

Prior Approval for Travel:
Out-of-State travel authorities are required **2 weeks** prior to travel.

Email the following information to mollie@uga.edu

Itemized Estimate of Costs
Meals: Employees traveling outside of Georgia may receive meal per diem amounts up to the federal per diem rates less the federal incidentals allowance. United States are available at the following internet address: http://www.gsa.gov/perdiem

Lodging: The federal per diem rates for locations within the continental United States, including Georgia, are available at the following internet address: http://www.gsa.gov/perdiem

Transportation:
Departure Time:
Mileage: $0.555 per mile
Other:
Nature of Official Business:
Detailed Justification:
Dates Absent from Campus:
Location while Absent:
Means of handling classes and other business while absent:

List request funds from: Department
  FCS
  Graduate School
Email from Ginny Benedict – Business Manager
When you are writing your justification for travel, please make sure that the justification not only includes why it is CRITICAL but also why it is critical enough to be away from your normal duties. This applies to all funding sources including no cost to UGA. The issue is not necessarily the funding source but why it is important for you to be away from UGA.

Since some airline tickets are not refundable it would be best to direct charge airline tickets to UGA instead of paying up front in case the TA is not approved. Airline tickets are not ordered or issued by the Travel Agencies (if direct billed to UGA) until the Travel Authority is fully approved. Once approved, Accounts Payable communicates with the Travel Agency and the ticket is issued.

In-State travel authorities are required 1 week prior to travel
Form: Contact Mollie Hicks, molliej@uga.edu
Form attached: (complete form, sign and return to Mollie Hicks)

Meals: Per diem Breakfast $6, Lunch $7, Dinner $15
For meals eligible for reimbursement, see UGA travel policies. http://askuga.uga.edu/default.asp?id=1417&SID=&Lang=1

Note: Reimbursement rates for meals vary in specified high-cost areas of Georgia. Per diem rates for cities in Georgia: http://askuga.uga.edu/default.asp?id=1417&SID=&Lang=1

Lodging: When a room is shared with other state employees on travel, (LIST NAME OF PERSON) reimbursement will be calculated on a prorated share of the total cost. A state employee on travel, if accompanied by someone who is not a state employee, would be entitled to reimbursement at a single room rate. (Single room rate should be noted on the paid receipt provided by the hotel or motel.)

Tax-Exempt: Form attached:
Employees are required to submit a copy of the hotel/motel tax-exemption form when they register at a hotel/motel. This form is located online at: http://www.busfin.uga.edu/forms/excise_exempt.pdf

Departmental Contact: Mollie Hicks
molliej@uga.edu
706-542-5394
Travel Reimbursement:

Submit a travel expense statement **within 10 days** of return from travel.
Form located:  [http://www.busfin.uga.edu/forms/](http://www.busfin.uga.edu/forms/)
(type form, sign and submit to Mollie Hicks)

**Instructions for filling out travel expense statement.**

Name:
Social Security:  XXX-XX-___ (enter last 4 digits)
Title: Graduate Student
Headquarters: Child & Family Development
Institution: University of Georgia
Residence: Home Address
Date: Each date of travel must be listed on separate line.
Departure and return dates must include time of departure and arrival (a.m. or p.m.) with location/points visited. Meals (per-diem) must be listed on each day of travel including lodging single room or pro-rated for shared room

**NOTE: DO NOT ROUND OFF THE TOTAL COST OF LODGING**

Auto: Tag #, odometer reading (starting – ending).
      Reimbursement for personal auto .555 per mile
Purpose of Trip: Attend and Present (TITLE) at Conference (Full Name).
Common Carrier: Airfare, Taxi, Shuttle *(original receipts required)*
Miscellaneous: Conference Registration, Gasoline for Rental Car *(original receipts required)*

**Additional reimbursement information for Airfare and Registration**
Airfare and Conference Registration can be reimbursed prior to travel upon encumbrance of an approved travel authority.

**SUBMIT ALL ORIGINAL RECEIPTS**
Original receipts (not copies) are required for reimbursement. E-tickets, lodging, and conference registration receipts must include name of traveler, payment amount and means of payment. Submitting this information without receipts can cause delays in reimbursements.

If you should have any questions concerning completion of either of these forms or requirements for reimbursement, do not hesitate to contact Mollie Hicks, 119 Dawson Hall, 706-542-5394 or via email molliej@uga.edu.