

Travel Authorization Form

TRAVELERS NAME:	
TITLE:	
DEPARTMENT:	

DEPARTURE DATE:	
RETURN DATE:	
PURPOSE OF THE TRIP:	
LOCATION(S) TO BE VISITED:	

ACCOUNTING INFORMATION: (FOR BUSINESS OFFICE USE ONLY)	
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REGISTRATION:	
TRANSPORTATION:	
AIRLINES:	
MEALS:	
LODGING:	
MISC:	
RENTAL CAR:	
PARKING:	
MILEAGE:	
OTHER:	
TOTAL ESTIMATED COST:	

PLEASE NOTE:

This form **MUST** be completed before travel is authorized. Forms without proper approvals will be returned.

Traveler Signature:	Supervisor Signature:	Business Office Signature:
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Date:	Date:	Date:
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UGA Travel Checklist

Travel Authorizations (TA)

1. Navigate to PeopleSoft Financials and follow the instructions on how to set Cathy Martin up as a delegate.
2. Choose the Travel Authorization Statement from the website. A TA needs to be completed for all staff, faculty, and students that are traveling away from campus.
3. Fill out the TA completely. It needs to include:
 - a. Traveler's Name
 - b. Title
 - c. Department
 - d. Departure Date
 - e. Return Date
 - f. Purpose of the trip
 - g. Locations to be visited
 - h. Estimates of amounts for the following: Registration, Transportation, Airlines, Meals, Lodging, Misc., Rental Car, Parking, Mileage, as applicable.
 - i. If booking a rental car for your trip, please see the Rental Car Regulations.
 - j. Documentation for amounts is REQUIRED. For example, lodging estimates can be obtained by going to the hotel site and booking a room.
4. The traveler must sign and date the TA.
5. The traveler's supervisor MUST sign the TA AND OBTAIN SUPERVISORY APPROVAL BEFORE it is sent to the Sr. Accountant. If the TA does not contain a supervisor's approval signature, it will be returned.
6. Hand deliver the TA and all backup documentation to the Sr. Accountant in WD, room 212.

TRAVEL EXPENSE STATEMENTS (TES)

1. Choose the Travel Expense Statement from the website.
2. Fill out the TES completely. It needs to include:
 - a. Employee Name
 - b. Employee Email
 - c. Home Address
 - d. Dates of Travel-from date of departure to date of return
 - e. Destination
 - f. Purpose of Travel
 - g. Transportation:

- When traveling via POV, the traveler is only reimbursed for mileage. When traveling via Rental Car, then detailed gasoline receipts will be reimbursed.

h. Personal Vehicle Mileage:

- Rental Car Comparison is only required if round-trip mileage exceeds 400 miles. For round-trip mileage 400 miles or less, the traveler has the option to drive their POV or rent a car, IF a state car is not available.
- If it has been determined a state car is not available, the traveler will need to include written documentation from the Facilities and Procurement Coordinator stating this, in order for the traveler to receive the Tier 1 rate
- Google Maps/MapQuest from your Campus/Work address to your Travel location must be attached to your TES showing the mileage.
- If you leave from your Home address, then the number of commute miles must be subtracted from your mileage calculation unless travel is on a weekend or during a holiday. This will be deducted from your total travel miles. Commute miles are not eligible for reimbursement.

i. Airlines:

- Receipts must show the ticket number and the amount paid.
- Comfort, Priority, and First Class seating are all non-reimbursable.

j. Meals:

- For in-state travel: per diem rate for Georgia travel is either Regular or High cost. Please refer to the Georgia Meal Rates document for your travel location to determine the amount per meal. Travelers receive 100% per diem for departure and return day.
- For per diem rates outside of Georgia, please refer to the GSA website. Traveler receive 75% of per diem rates for the first and last day of travel. Please note: incidentals are not reimbursable.
- Use the per diem rate of the where the traveler will be spending the night for the entire day.

k. Lodging:

- When traveling in the State of Georgia, the traveler must provide the Hotel/Motel Certificate of Exemption form. Hotel/Motel taxes are non-reimbursable to an employee. The hotel/motel should not bill the traveler for this tax when the form is provided.
 1. Airbnb, Home-Away, VRBO, or any other private residence is not allowed per the State Travel Policy and will not be reimbursed.
 2. Room service, alcohol, meals, etc. listed on the lodging bill will not be reimbursed.

l. Misc:

- Parking:
 1. List parking expenses, and provide detailed parking receipts
 2. Valet parking is non-reimbursable.

- Rental Car:

1. Include your receipts from your rental car with your TES.
3. The traveler must sign and date the TES, and obtain their supervisors signature on the form BEFORE it is turned in to the Sr. Accountant. Any forms received without a supervisor's approval will be returned.
4. Attachments needed with TES:
 - a. Copy of Travel Authorization (including Blanket TA)
 - b. Detailed gasoline receipts, if using a rental car
 - c. Lodging receipts
 - d. Parking receipts
 - e. Baggage fee receipts
 - f. Airline ticket receipts
 - g. Registration receipts, unless paid for on Pcard
 - h. Copy of Rental Car Comparison, if over 400 miles
 - i. Taxi and Uber receipts
 - j. Conference agenda
 - k. Trains, tolls, and other transportation receipts
 - l. Any miscellaneous expenses (printing, etc.)
5. Once your expense report has been uploaded to PeopleSoft Financials, you will need to submit your own expense report. You will receive a notification by email that will include instructions on how to submit an expense report prepared by a delegate.
6. In the event your expense report is returned, you will need to notify the Sr. Accountant of any corrections that need to be made. The expense report will need to be resubmitted after any changes.