

# University of Georgia

## Non-Employee Travel Authorization

The purpose for completing this form is to document and authorize non-employee travel. Non-employees traveling on University business paid or reimbursed by UGA are subject to the same travel policies as University employees. Coordinate travel with the sponsoring department. A list of approved travel agencies that will direct bill airfare to UGA are at the Accounts Payable website [http://busfin.uga.edu/accounts\\_payable/authorized\\_agencies/](http://busfin.uga.edu/accounts_payable/authorized_agencies/) (excluding Travel Inc.) The department contacts one of these agencies to arrange the direct bill, and then submits a payment request in the UGA Financial Management System. The department maintains this form and attaches it to all payment requests or expense reports related to travel.

Traveler's Name	Email	Phone
Mailing Address		Country
Departure Location		Country
Final Destination		Country
Departure Date	Return Date	
Primary Purpose of Trip		
Justification for the travel		
Department	Contact	
Email	Phone	

Charge expenses directly to UGA? Yes No If yes, name of authorized travel agency

*\* Upon approval of this authorization, the traveler may make reservations and arrange for issuance of tickets with local travel agency*

Use calculator tool to determine In-State Per Diem Rates for Meals and Incidental Expenses (M&IE) and review the State of Georgia Meal Allowances. Use calculator tool to determine Out-of-State and/or International Per Diem Rates for M&IE and review the rates.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black;">Meals</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Lodging</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Transportation (also include mileage calculated at the current rate per mile)</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Other (ie business phone, fax charges, registration, visa/passport fees, etc.)</td> <td></td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: right;"><b>Total</b></td> <td></td> </tr> </table>	Meals		Lodging		Transportation (also include mileage calculated at the current rate per mile)		Other (ie business phone, fax charges, registration, visa/passport fees, etc.)		<b>Total</b>	
Meals											
Lodging											
Transportation (also include mileage calculated at the current rate per mile)											
Other (ie business phone, fax charges, registration, visa/passport fees, etc.)											
<b>Total</b>											

Does this trip involve international travel? Yes No

If yes, register and provide itinerary information to the UGA Office of International Education. <http://oie.uga.edu/international-travel-authority>  
This allows UGA to identify the location of its personnel in the event of an emergency.

Does the itinerary include travel to Cuba, Iran, North Korea, Sudan, Syria, or Ukraine? Yes No

Will you be hand-carrying or shipping abroad any UGA-owned item or material as part of this travel? Yes No

If 'Yes' to either question, submit Travel Authorization to the Office of Export Control and complete the required travel registry. Visit the UGA Office of Export Control website for more information or contact the Export Compliance Officer at [drunge@uga.edu](mailto:drunge@uga.edu). If all responses are 'No' please sign below; unit will maintain the Travel Authorization until submission with the Travel Expense Statement.

Office of International Education	Date	Office of Export Control	Date
<a href="http://oie.uga.edu/international-travel-authority">http://oie.uga.edu/international-travel-authority</a>		<a href="https://research.uga.edu/export-control">https://research.uga.edu/export-control</a>	

I hereby certify that I have read and understand the information provided regarding compliance with Export laws and regulations. I understand that I could be personally liable if I unlawfully disclose export controlled information to foreign nationals without prior approval. I have provided complete information in responding to the questions listed above.

Please be advised that The State Tort Claims Policy does not provide liability Coverage for non-employees.

Traveler Signature	Date	Department Head Signature	Date
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Amount	Speedtype	Account Code	Budget Reference	Fund Code
	Program Code	Department ID	Activity ID	Operating Unit
	Business Unit	Project ID	Class	Chartfield 1