

Department of History in House Out of State Travel Authority

Important - Please type, save then submit to fcbsc-hum@uga.edu at least 2 weeks prior to domestic travel and 4 weeks prior to International Travel

Traveler's Name: _____

Destination: _____

Conference Event or Research: _____

Justification/ Why are you going?: _____

Dates of Travel: _____

Fund Source (Research /Grant/Departmental): _____

* Dept. Head needs to approve first if departmental money to be used.*

Budget (if you are NOT a UGA employee, you will need to complete the Vendor Profile and Honoraria forms:

Go to [http:// www.busfin.uga.edu/forms/](http://www.busfin.uga.edu/forms/), Accounts Payable.

To calculate per diems, and remember that the day of departure and return can only be compensated at 75% of food per diems. Incidentals are **ONLY** allowable on International Travel and must be reduced to 75% on departure and return.

Go to the travel portal at www.gsa.gov/portal/category/21287

Travel reimbursements must be submitted within 45 days of return or payee could risk nonpayment by Accounts Payable.

Transportation \$ _____ Mode of Travel: Please check: Personal Vehicle Plane

Is direct travel expense being charged to UGA? Yes No

If so, Travel Agency: _____

Mileage (personal vehicle), Use Google, Mileage Rate, \$0.535 per mile (Groome not included here) _____

Lodging \$ _____

Meals \$ _____

Registration Fees \$ _____

Other \$ _____ Explanation _____

Grand Total \$: _____

REQUIRED: Faculty Contact for means of handling classes and other business while absent:

Name _____ Telephone _____ Email _____

Department Head Approved \$ _____ **Signature** _____ **Date** _____

Faculty Signature _____

Student Signature, if student travel _____