

# Department of History in House Out of State Travel Authority

**Important-Please type, save then submit to [bsnod@uga.edu](mailto:bsnod@uga.edu) or [sharon49@uga.edu](mailto:sharon49@uga.edu)  
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](http://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 \_\_\_\_\_