

Department of History in House Out of State Travel Authority

Please type and submit to Sheila Barnett or Sharon Cabe 2 weeks prior to domestic travel and 4 weeks prior to International Travel

Traveler's Name _____

Destination _____

Conference Event or Research _____

Justification _____

Time of Departure _____

Dates of Travel _____

REQUIRED: Faculty Contact for means of handling classes and other business while absent, Name, Telephone, and Email: _____

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/>, Accounts Payable. Go to the travel portal at www.gsa.gov/portal/category/21287 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. Travel reimbursements must be processed 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 or Map Quest, Mileage Rate, \$0.54 per mile \$ _____

Lodging \$ _____ Explanation _____

Local Contact: Telephone Number and Address _____

Meals \$ _____ Explanation _____

Other \$ _____ Parking Fees, Taxi, Luggage Fees, etc. _____

Grand Total: _____

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Department Head Approved \$ _____, Signature _____ Date _____

Not Approved, Date _____

Justification _____

Faculty Signature _____

Student Signature, if student travel _____