

TIPS FOR FILING FOR TRAVEL REIMBURSEMENT

RECEIPTS

Original receipts (or equivalent) are required for virtually all expenses except meals. Receipts smaller than a full sheet of paper must be taped to a full sheet of paper, since they will be scanned by Expenditure Control. Please arrange receipts in the same order in which they are itemized on the travel expense statement.

TRAVEL EXPENSE STATEMENT

Use computer with full version of Acrobat, since Acrobat Reader will not save completed form. Point browser to **http://www.busfin.uga.edu/forms/travel_expense.pdf**
Before filling out form: save form, then close browser. Re-open form from saved location.
After filling out form: save, print, sign, and date; submit paper form and original receipts (or equivalent).

PAGE 1:

headquarters: Department of Geography

institution: UGA

residence: complete home address, including city/state/zip

dates from/to: dates of trip

click on links at bottom of page for links to maximum allowances for meals and lodging

departure time on first day: before 6:30am if claim breakfast

return time on last day: after 7:30pm if claim dinner

approved: please do **not** sign here

signed: please sign here

date: please date

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license # of car and period ending (expiration date): fill out only if claiming mileage

purpose of trip: one sentence is sufficient

common carrier block: indicate no receipt if none is available for minor expense (e.g., shuttle)

miscellaneous block: indicate no receipt if none is available for minor expense (e.g., parking)

OTHER

If double rate for lodging is same as single rate, and other person is not claiming reimbursement for half of cost, please note on receipt that double rate is same as single rate.

Include letter of explanation if a day's total for meals or lodging exceeds the max allowed

Include letter of explanation if a receipt shows amount different from what claimed.