



The University of Georgia requires ALL faculty and student travel have a Travel Authority (TA) completed prior approval.

Submit your travel request at least **3 weeks** in advance.

How the process works:

1. You complete the [CAP Travel Request](#) (found on the CAP Student or Faculty Resources webpage. There are links for travel per-diem rates in the document). Be sure and follow the tips in the form.
2. You have your department head approve and sign it.
3. You submit the request form to travel administrator at your site.

Albany:	Arica Barfield (abarfiel@uga.edu)
Athens:	Misty Pierce (mistyp@uga.edu), Primary Annelie Klein (annelie@uga.edu), Secondary
Augusta:	Kathi Hardwick (khardwick@augusta.edu), Primary Becky Glosson (bglosson@augusta.edu), Secondary
Savannah:	Trisha Cordray (pcordary@uga.edu)

The travel administrator will create a TA, which will need your signature.

4. The travel administrator will obtain approval signatures from Dr. Phillips and the Dean of the College of Pharmacy.
5. Finally, the TA is submitted it for final approval to UGA's Foundation or Account Payable office.

UGA Policy if NO Travel Authority is submitted prior to travel:

"All employee travel outside of Georgia must be encumbered prior to the trip. The travel authority is required prior to the trip for insurance purposes. In the event that you do not submit a travel authority prior to the trip, and you submit the travel authority with your request for reimbursement, you will need to submit a letter of justification stating that you have not followed proper procedure and will adhere to the policy in the future."

PRIOR TO TRAVEL:

Keep the following in mind when completing your travel requests:

- List the actual name of the event and why you are attending (presentation, networking, etc.), on under 'Nature of Official Business' on the [CAP Travel Request](#)
All registration fees must be paid at the early bird rate, so make sure and let Misty or I get you registered early for your events.
- If you are traveling by vehicle a [COP State Vehicle request](#) should be made. It is highly probable that one will not be available, but the request needs to be made regardless. You must include an email from Donella Moore (donellam@uga.edu, COP Business Office), stating a university vehicle was not available
- **Registration fees:** Membership is required for trips to ACCP, ASHP, AHA, etc. A refund for registration fees not paid by the Early Bird date will refunded only at the lower rate. **Very**

Important: if registration fees need to be paid by CAP, then your travel administrator MUST know at least 3 weeks before the Early Bird deadline so that a prior approval for purchase can be made to UGA's Accounts Payable department. This is Mandatory. NOTE: If you pay your own registration fee then a refund can be issued to you prior to travel, with receipt.

- **Mileage:** If you need to include mileage, use a Google map, and your UGA Campus address. Example: Athens address: 250 W. Green Street, Athens, GA 30602. NOTE: Use the campus address unless you are leaving from your home on a weekend. If returning during the week, use the campus address, unless returning after 5 PM. Turn in printed map with travel request.
- **Meals:** You will only receive 75% of your meals on the first and last day of travel (if you travel for two days then you only get 75% per day). NOTE: \$5 Incidental fee is NOT allowed. So, if the meal per-diem is \$66, then subtract \$5 from it for the correct amount of \$61.
- **Lodging:** On-line booking services, such as Airbnb, VRBO, HomeAway, and other similar type service providers is prohibited. If sharing a room, make sure when reserving the room that ALL names are on the reservation. This is important for billing with the hotel, and your refund when returning.
- **Airfare:** Make reservations EARLY. Once you have purchased your flight email your receipt to your travel administrator. You should use the cheapest fare available. I use Bing Travel [Flight Search](#) because it offers multiple airlines. Once I find a cheap flight, I go directly to the airline sight and purchase from them. Let us know if you need help.
- **Parking fees,** if applicable (email receipt if paid online prior to travel)
- **Airport Parking:** It is expensive to park at the Hartsfield-Jackson Atlanta airport. Please use an alternate place by booking via [Airport Parking Reservations](#), or another airport parking online site (I always park at the Courtyard Marriott for about \$6 per day).
- **Shuttle fees:** These can be to the airport, and shuttles from the airport to your event location. Many can be paid prior to travel. Email the reservation receipt to your travel administrator prior to travel. (Once you return, you may need to submit a bank or credit card statement showing the charge as paid.) Note that [Groome Shuttle](#) is only \$39 from Athens to Atlanta, they have a wide range of times to take you, and you do not have to pay airport parking. Also, check the city you're traveling to for shuttles to/from airport and make those reservations prior to travel.
- **Baggage fees:** if applicable email receipt if paid online prior to travel

RETURNING:

Make sure to submit the following for your refund within 10 days of return.

- **Lodging:** The receipt bill should be in your name, be itemized, and have a zero balance shown on the receipt
- **Meals:** If any meal was paid for by a faculty member or by a group, make sure to let your travel administrator know which meal (breakfast/lunch/dinner), and what date. Remember, the rate of the first and last day of travel is at 75%.
- **Airfare:** Email confirmation of payment.
- **Baggage receipt**
- **Parking receipt**
- **Shuttle/Taxi/Uber/Lyft receipts:** If a credit/debit card used for the final payment, then a statement with the charge is required, unless you have an email receipt as proof of payment.

Additional Travel Processing Mistakes to Avoid:

- Not obtaining an Approved TA before travel is taken
- Not including registration on TA request
- Not including baggage fee receipt(s)
- Hotel receipt not in traveler's name: If rooms are shared, the name of each employee sharing the room must be on their own receipt (make sure everyone pays separately!)
- Hotel receipt not reflecting a zero (0) balance
- Not attaching justification for travel reimbursement turned in 10 days past travel date
- Not submitting an Itinerary for the meeting attended (if applicable)

Unallowable Expenses:

- Laundry (allowable when overnight exceeds seven (7) consecutive days)
- Valet services for parking, when self-parking options are available
- Theater
- Entertainment
- Alcoholic beverages
- Bank charges for ATM withdrawals
- Shuttle or Taxi during non-event hours

Please let your travel administrator know if you have any issues completing the CAP Travel Request. We are here to help.