

Travel Authorization Form- Franklin College Business Office

Please complete all fields and email form to your Business Services Center team member: (<https://www.franklin.uga.edu/business-office-department-directory>)

| Traveler Information | |
|----------------------|--|
| Name | |
| Department | |

| Trip Information | |
|--|--|
| Destination (City, State, Country) | |
| Name of Conference (if applicable) | |
| Departure Date | |
| Return Date | |
| Dates of Personal Travel (if applicable) | |
| Trip Justification/Business Purpose | |

| Estimated Trip Expenses | | | |
|--|--------|-----------|-------------|
| Item | Amount | No Charge | Direct Bill |
| Airfare <i>(US Based Carriers)</i> | | | |
| Mileage | | | |
| Rental Car <i>(Hertz and Enterprise)</i> | | | |
| Fuel for Rental Car | | | |
| Lodging <i>(VRBO and AirBnB not allowed for Domestic Travel)</i> | | | |
| Registration Fee | | | |
| Parking | | | |
| Taxi/Shuttle Service | | | |
| Meals/Per Diem | | | |
| Other- Please explain: | | | |
| Other- Please explain: | | | |
| Total Estimated Trip Expenses: | | | |

UGA CHART STRING (s) TO BE CHARGED (required): _____