

CED Student Travel Steps

To be completed, after travel funding is approved by the Business Office and you have received an email confirmation of approval.

1. [Travel Authorization](#) (International Travel Only)

Register the travel with the Office of Global Engagements [travel registry](#) .

2. [Supplier Registration](#)

For assistance with completing this form, please contact onesource@uga.edu or call 706-542-0202.

[Supplier Registration Guidance.pdf \(uga.edu\)](#)

If you are a registered supplier with an active supplier ID, you do not need to repeat the registration process.

If you have had a change in payment address since completing your registration, please email onesource@uga.edu to update your address.

3. [Non-Employee Payment Form](#)

Submit to CED-BUS@uga.edu with all applicable receipts and required documents. Funding for travel expires 60 days after travel is complete, exclusions may apply during fiscal year-end.

If all is correct, the Business Office will process the travel documents and submit a reimbursement within 10 business days of receiving them. All incorrect submissions will be rejected or returned for revision. If returned for revisions, please resubmit to CED-BUS@uga.edu within one week.

After a reimbursement is processed and submitted by the CED Business Office, the reimbursement routes through a workflow path of approval outside the CED Business Office. The CED Business Office cannot provide an exact date for reimbursement.

The CED Business Office does not retain cash or checks for reimbursements. The CED Business Office does not retain cash or checks for reimbursements.

Please note:

When paying a non-US person – the type of payment, purpose of payment, and immigration status determine UGA's responsibility as the withholding agent to tax and report (this is per section 1441 of the Internal Revenue Code).