

Student Travel Guidance:

Once travel funding is approved by the Business Office, the traveler will receive an email confirmation of approval. Funding must be approved prior to making travel arrangements.

1. [Travel Authorization](#) (International Travel Only)
Register the travel with the Office of Global Engagements [travel registry](#).
2. The student requesting reimbursement for travel should register as a supplier. No reimbursements can be processed and paid until an individual has a Supplier ID/Vendor Number.
 - [supplier registration](#)
 - [Supplier Registration Guidance](#)
 - The Supplier ID assigned after registration will go on the Non-Employee Payment Form as the “University Assigned Vendor Number.”
3. Within 30 days after travel, the following travel documents must be sent as one PDF, to the Business Office [here](#)
 - [Non-Employee Payment Form](#)
 - [Non-Employee Travel Authorization](#)
 - Conference Agenda or Itinerary (if applicable)
 - Written Justification for Travel
 - Written justification for late request (if submitted more than 30 days after expense was encumbered)
 - Copies of all paid itemized receipts and or invoices to be reimbursed.
 - The amount specified on the [Non-Employee Payment Form](#) must coincide with the total amount of receipts, unless, the traveler is only asking for a partial payment of receipt total. If asking for partial payment of an invoice due to approved funding limit, please note on the form.
 - All requests for reimbursements must be submitted to the CED Business Office CED-BUS@uga.edu no more than 30 days after travel. Any travel submitted after the grace period will also require a letter of justification from the individual. The student will also need to ensure that funds that were approved for the travel are still available.

- If your travel includes receipts that do not reflect your name as the consumer (e.g., shared hotel reservations), you are NOT able to receive reimbursement for those purchases. The person listed on the paid receipt and or invoice must submit separate paperwork seeking payment, if allowable.
4. If all is correct, the Business Office will process your travel documents and submit a reimbursement for the traveler registered as a supplier.
 5. All incorrect or inaccurate submissions will be either rejected or returned for revision, if applicable and or allowable.
 6. If returned for revisions, please resubmit. This must be resubmitted to the CED Business Office CED-BUS@uga.edu no more than 30 days after travel.
 7. When paying a non US person – the type of payment, purpose of payment, immigration status determines UGA’s responsibility as the withholding agent to tax and report (this is per section 1441 of the Internal Revenue Code).