• Must be submitted prior to travel
• Cannot be back dated
• Required for *all travel*
• Allow ample time for approval process, particularly for international travel
1. Complete internal travel funding request
2. Submit to Vickie Poole in business office for review
3. Once approved by Dean, initiate the OneSource Travel Authorization
4. See full travel policy for details
5. International travelers must also register with OIE
EAGUERY INFORMATION
Faculty Name:
Travel Funding Request:

DESCRIPTION OF TRAVEL
Nature of Official Business:

Enclosed, you the receipt for the request:

Extra charge from campus:
Address during absence from campus:

FUNDING/EVIDENCE OF COSTS
Prep:

Total Estimated Cost:
Total Amount Requested:

EXTRA FUNDING REQUEST
(Provide other support in justification if requesting funds above the standard allocation)

When complete, send this form to Julie Peak at julie.peak@uga.edu by the travel policy deadline.
Step 2 - Create a Travel Authorization

From the OneSource Employee Self Service Menu, Select Travel Authorizations tile
Select Add Travel Authorization Button
1. Complete Header information
2. Complete Details - Expense Type
3. Use Domestic Type for **continental** USA
   a. Use International for all other (Alaska, Hawaii, etc.)
   b. Failure to select correct Expense Type delays approval process
4. Calculate all expenses that will be reimbursed to you, the employee based on approved budget
5. No itemization required
6. Enter any direct bill information
7. Save!!!
1. Navigate back to the Travel Authorization Search Screen
2. Notify Business Office that you have a pending TA awaiting accounting data
   • LaToya Norman or Vickie Poole
   • Jennifer Swails (for Grants)
1. You will be notified when TA is ready to submit
2. Open pending TA and Submit
3. Check back here to track progress
   a. Submitted
   b. Approved
4. Once Approved:
   a. Register for Event
   b. Make travel arrangements (Airfare, hotel, etc.)
   c. Etc.