Student Travel Guidance

Once travel funding is approved by the Business Office, the traveler will receive email confirmation of the approval. It is essential to have the funding approved before making any travel arrangements.

1. Travel Authorization (International Travel Only)

- Register your travel with the Office of Global Engagement's [travel registry](#).

2. Supplier Registration for Reimbursement

- Students requesting reimbursement for travel must complete a [supplier registration](#). Reimbursements cannot be processed without a complete and approved Supplier ID.
- The Supplier ID assigned after registration should be included on the Non-Employee Payment Form as the "University Assigned Vendor Number."

3.Travel Document Submission

All reimbursement requests must be submitted to the CED Business Office within 30 days of travel. Any submissions made after this grace period will require a letter of justification from the individual. Additionally, for submission after 30 days, students are responsible for confirming that the approved funds for travel remain available.

Within 30 days of returning from travel, please submit the request [here](#), The following documents are required:

- Non-Employee Travel Authorization (international travel only)
- [Non- Employee Payment Form](#)
- Itemized paid receipts or invoices.
- Conference Agenda or Itinerary (if applicable)
- Written Justification for the Travel
- Written Justification for any late request (Submit if requesting reimbursement more than 30 days after expenses an incurred).

Note:

The amount specified on the Non- Employee Payment Form must match the receipts total, unless you are requesting a partial payment of the total. If you are requesting partial payment due to an approved funding limit, please indicate this on the form.

If your reimbursement request includes receipts that do not bear your name as the consumer (e.g., shared hotel reservations), you cannot receive reimbursement for those items. The individual listed on the paid receipt or invoice must submit separate documentation to seek payment, if permissible.

4. Reimbursement Processing

- If all submitted documents meet accuracy requirements, the Business Office will process the request.

5. Submission Errors

- Any submissions that are deemed incorrect or inaccurate will either be rejected or returned for necessary revision.

6. Resubmission of Revisions

- If your documents are returned for revisions, please resubmit them here within 30 days of travel.

7. Payments to non-U.S. Persons

- When making payments to non-U.S. persons, the type of payment, the purpose of the payment, and the immigration status determine UGA's responsibilities as the withholding agent under section 1441 of the Internal Revenue Code.