

Travel Authorization Form- Franklin College Business Office

Students: Complete this form at least 2 weeks in advance, identify all funding, and submit to Samantha Varghese , slvargh@uga.edu

International travel requires 4 weeks in advance and traveller is to register their travel at <https://oie.uga.edu/international-travel-authority/>

Traveler Information	
Name:	Date Submitted:
UGA/School of Computing	Faculty Advisor Name:

Note: Indicate if the travel is virtual below.

Trip Information		(click here if virtual or in-state)	
Destination (City, State, Country)			
Name of Conference (if applicable)			
Departure Date			
Return Date			
Dates of Personal Travel (if applicable)			
Trip Justification/Business Purpose -	To present paper at conference.		

**Transportation*

***Other- Please explain: i.e. Registration Fees*

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

Funding Sources- to complete

School of Computing/Dr. Agrawal Chartstring: _____ Amount: \$ _____

PI/Faculty: Dr. _____ Chartstring: _____ Amount: \$ _____

Graduate School: Chartstring/Budget Transfer: _____ Amount: \$ _____

NOTES: