

# TRAVEL FORM INSTRUCTIONS

\*For DOMESTIC TRAVEL only

At Least **Two Weeks Before** You Go, **Fill out the Travel Authorization Form**

1. This form must be turned in at least 2 weeks prior to travel.

2. In "Full Name of Event, Purpose of Travel" please write a description that will be understood by a reporter for a newspaper. **Do not use abbreviations.** (Newspapers have historically requested these documents under Georgia's Free of Information laws.)

**Full Name of Event  
Purpose of Travel**  
Must include your purpose for attending the event listed above.

3. Attach a letter of invitation or conference agenda (preferably with your talk/discussion highlighted) or cover page of program announcement.

4. **Leave the Account to Charge Information blank.**

Account to Charge Information (Circle all that apply)

PHILA SACFE SAPST Munster  
RELII SARCF 02E47  
Other

Speedtype/Project ID Fund Code Amount Charged to Speedtype

**LEAVE BLANK**

4. If you are driving, consult the mileage rate on the Resources page.

5. Sign, date, and give or email it to George Rainbolt (email is preferred).

6. George will sign it and give it to the staff. After they enter it into the system, they will send a copy to you with a **Travel Authorization Number**. You will need the signed form and this number to fill out the travel expense statement.

.....  
Within Two Weeks After You Return, Fill out the **Travel Expense Statement**

1. This form must be filed within 30 days of travel, but two weeks is better (in case there are problems).

2. The location should just be a city and state.

3. **YOU MUST INCLUDE THE ORIGINAL RECEIPTS.** Copies will not do. (It helps a great deal if you neatly tape your receipts to 8.5 x 11 sheets of paper; they have to go through the copier or scanner.)\*\*

4. Put the **Travel Expense Statement**, the approved **Travel Authorization Form** (with the **travel authorization number** written on it), and all receipts into George's box.

*You should receive reimbursement within 30 days of putting all the correct forms into George's box. If you do not, consult with Ellen.*

\*For international travel, please see Ellen for instructions. The procedures for domestic and international travel differ.

\*\***DO NOT USE STAPLES.** Document must be go through the copier.