



Group Travel Expenditure Summary

Group Expenses Paid by One Individual

Tate Student Center Business Office

Group or Organization: _____

Destination: _____

Trip Dates: _____ Number of Participants _____

Reimbursement is requested to _____ for student group travel expenditures charged to personal credit card as follows:

PAID RECEIPTS ARE REQUIRED FOR THE FOLLOWING EXPENSES:

LODGING _____ participants @ \$ _____ each \$ _____

MEALS _____ participants @ \$ _____ each \$ _____

MEALS _____ participants @ \$ _____ each \$ _____

MILEAGE _____ miles @ \$ _____ each \$ _____

BUSINESS RELATED TELEPHONE CALLS \$ _____

BAGGAGE HANDLING \$ _____

SERVICE CHARGES \$ _____

OTHER CHARGES (explain) _____ \$ _____

OTHER CHARGES (explain) _____ \$ _____

TOTAL REIMBURSEMENT \$ _____

LIST STUDENTS WHO PARTICIPATED BELOW:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approval _____

Date _____

Forward this form, all receipts, approved travel documents and check request to the Tate Student Center Business Office

GROUP TRAVEL PROCEDURES

When One Individual Pays for the Entire Group

1. A Permission To Use Group Travel form must be submitted by the advisor to the Tate Center Business Office at least two weeks prior to traveling. The Business Office will forward the request to the Business Services Expenditure Control Department seeking permission to follow group travel procedures. Approved group travel procedures will allow one individual permission to pay for travel expenses of UGA students in lieu of each individual paying their own expenses. Group travel expenses usually include lodging, meals, registration, and transportation.
2. One master Request for Authority for Student Travel form should be submitted (two weeks in advance) along with a Group Travel Attachment form where all participating student's names, and ID numbers are typed. Each student must sign this form. This form replaces the need for an individual student travel authority form unless students are to be reimbursed for their own out of pocket expenses.
3. The Business Office will check the enrollment status of each student and route the forms through normal approval channels.
4. The individual who is paying the expenses should always ask for a paid receipt. A credit card receipt by itself is not acceptable unless the items purchased are itemized on the receipt.
5. Once the student group returns, any group expenses paid by a personal credit card or cash on behalf of the group, will be reimbursed to the individual as follows.

Submit the following to the Tate Student Center Business Office:

- a. UGA Check Request payable to the individual who paid the expenses
- b. Group Travel Expenditure Summary form
- c. Master Honoraria and Fee Information form, with proper approval signatures
- d. Receipts for all expenditures (meals, lodging, registration, etc.)

The SABO will prorate expenditures among those students who are listed on the Group Travel Expenditure Summary and submit all documents to Business Services. If all documents and receipts are acceptable the reimbursement procedure will take about 7-10 days.

NOTE: Paid receipts should be obtained for all expenditures.

The University will not pay hotels or credit card companies directly.

The person responsible for paying group expenses should receive a copy of these instructions.