



PERMISSION TO USE GROUP TRAVEL

Tate Student Center Business Office

The following student organization is requesting permission to use the University of Georgia Student Group Travel Procedures for official University related business. This permission is required when one individual will pay travel expenses for the entire group.

The following is required:

1. This form **MUST** be typed.
2. The appropriate signatures are required.
3. This form **MUST** be submitted two weeks prior to the trip departure to insure permission will be granted.
4. All students involved in this trip **MUST** be currently enrolled and must pay their student activity fees.
5. All other travel forms are required in addition to this permission form.
6. Return this form to the Tate Student Center Business Office, 320 Tate Student Center.

Name of Organization: _____

Number of Students Traveling: _____ Dates of Trip: _____

Destination: _____

Purpose of Trip: _____

How expenses will be paid: _____

Name of person submitting this request: _____

Telephone Number _____

Signature

Advisor Approval:

Signature

Date

Tate Student Center Business Office Approval:

Signature

Date

Submit an original and 1 copy to the Tate Student Center Business Office.