



The University of Georgia
Tate Student Center Business Office

**Request for Authority for Student Travel
GROUP TRAVEL ATTACHMENT**

Group Travel Procedures

- Complete one "PERMISSION TO USE GROUP TRAVEL" form in addition to these travel forms.
- Complete one (1) "REQUEST FOR AUTHORITY FOR STUDENT TRAVEL" form for the entire group and indicate "Group Travel" rather than an individual Traveler's Name. Itemized costs and maximum amount allowed should be listed per individual unless an entry fee or registration fee for the entire group is the only expense to be reimbursed.
- Complete the information requested on this form. Submit the original and 2 copies of this form along with the "REQUEST FOR AUTHORITY FOR STUDENT TRAVEL" form.

Student Organization _____ Travel Authority Number _____

Student member who should be contacted with questions concerning this trip:

Trip Leader Name: _____ Email or Telephone: _____

Only students who have paid activity fees for the semester in which they are traveling will be allowed to participate in student travel.

I certify that I am currently enrolled as a Student in good academic standing at the University of Georgia and have paid my Student Activity Fees for the semester in which I am traveling. I also certify that I have been duly elected or appointed as an "Official Student Representative" of the above referenced Student Organization.

I understand that, as a representative of the University of Georgia and an appointed representative of my Student Organization, I will engage in behaviors that are responsible and mature. I will abide by state and local laws, the University of Georgia Student Code of Conduct, and conference/activity rules and regulations. I also understand that if I violate rules and regulations that I may not be reimbursed by the University of Georgia for my expenses. By signing below I agree to these travel conditions.

Student Name <i>Print or Type</i>	Student 810 Number	Signature <i>I have read the above statement</i>	Business Office
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