



The University of Georgia

Franklin College of Arts and Sciences
Department of English

Please complete the following information in order to file an electronic travel authority.

Name _____

UGA ID #: _____
(810 number)

Employee: Yes No

Nature of Official Business:

Detailed Justification:

Dates Absent from Campus _____ to _____

Location (City, State, and Country) while Absent: _____

Means of handling classes and other business while absent:

Meals _____

Lodging _____

Transportation _____

Mileage _____

Other _____

Mode of Travel: _____

Time of Departure _____

Direct Charge Airfare to UGA? Yes No

Total Requested

Please list your source(s) of funding for this travel authorization.

Traveler Signature

Date

Department Head Approval

Date