

## Travel Guidelines

### Before you Travel

1. If you are traveling within the US, proceed to step 2. If you are traveling internationally (including Canada), you will fill out this form *in addition to* the forms below: <http://oie.uga.edu/international-travel-authority/>. Please contact the Graduate Coordinator for assistance and deadlines.

2. Collect your materials:

- Abstract of paper (PDF file)
- Acceptance letter/email (PDF file) (if you do not yet have this, submit your travel materials by the deadline anyway, then submit the acceptance letter when it arrives)
- Travel Authority. To find the form, navigate to <http://fanda.uga.edu/facstaff/forms>, type "Travel" into the Keyword search box, then choose "Employee Authority to Travel Office University Business."
  - Enter name, department, and whether you are an employee. Itemize your *estimated* costs and enter the time of departure (date) and mode of travel.
  - Enter the nature of business, justification for travel, dates absence from campus and the address while absent. (In the "detailed justification section," provide language that demonstrates how important this travel is for your dissertation research.)
  - **NOTE!** AirBnB charges are only reimbursable for international travel, not domestic travel. So plan your lodging accordingly.
  - Use the print button at the bottom of the page.

3. Submit your materials by the quarterly deadline (announced via email by the Graduate Coordinator)

- Email to the Graduate Coordinator the following materials:
  - Abstract of paper (as PDF attachment)
  - Acceptance letter (as PDF attachment)
  - Your 810/811#
  - Your GPA
  - Your candidacy status
  - The number of credits you're registered for during the TRAVEL SEMESTER.
- Submit the Travel Authority on paper to Amanda Cross in the English Grad Office at least three weeks prior to travel.

### While you travel

- Save your receipts for all transportation, lodging, registration, and incidental expenses (like parking passes). Method of payment needs to be visible on the receipts.

- You do NOT need to save receipts for meals.

### After you travel

- Complete a **Travel Expense Statement** to submit in paper to Amanda Cross along with your receipts. This form must be printed and signed by you.  
[https://emer.prepare.uga.edu/accounts\\_payable/travel\\_expense\\_login.cfm](https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm)
  - Log in with your UGA MyID and password
  - Complete your name, the dates you traveled, your title. Headquarters is English Department; Institution is UGA; residence is Park Hall. Enter a brief purpose for the travel (you can use the purpose you put on your Travel Authority form). Conference registration will fall under “miscellaneous”, airfare under “common carrier”. If you use a personal vehicle, you may either submit gasoline receipts or complete “Section I. State Use Mileage.”
  - **The receipts you submit must indicate how you paid the expense** (such as your charge card name and the last four digits of your card number). Confirmation of reservations or airfare itineraries will not suffice for receipts.
  - You will use the Federal Per Diem website (not receipts) to calculate your meals allowances: <https://www.gsa.gov/portal/content/104877>. Note that the per diem is different for the first and last day of travel. This is explained on the same site as the travel expense statement.
- For students not yet admitted to candidacy: Amanda will submit your forms to Patty Bradberry for a check request. She will place the check request in your mailbox for your signature. Once you have returned to the check request to Patty your reimbursement should take about two weeks. Your reimbursement check will be placed in your Park Hall mailbox.
- For students admitted to candidacy: If your money is coming from the Graduate School, Amanda Cross will submit the forms and you will be reimbursed via direct deposit. If your money is coming from elsewhere, Amanda will let you know how to expect your reimbursement.