

Travel Authorization Request Form- Franklin Business Services Office

Please complete and email form to your Business Services Center (BSC) team member (FBSO Directory) at least 2 weeks prior to domestic travel and 4 weeks prior to international travel.

It is fine to leave a field blank if you aren't sure of the answer or if the field does not pertain to you. Travel Authorizations are required for out-of-state travel even if you don't expect to be reimbursed; in that case list \$.01 in the estimated trip expenses section.

Traveler Information	
Name	
Department	

Trip Information	
Destination (City, State, Country)	
Name of Conference (if applicable)	
Departure Date	
Return Date	
Dates of Personal Travel (if applicable)	
Trip Justification/Business Purpose <small>*If you are currently teaching, please also include a justification on how your classes will be covered in your absence.</small>	

Estimated Trip Expenses: If you are limited to a certain amount, do not exceed below			
Item	Amount	No Charge	Direct Bill
Airfare <i>(US Based Carriers)</i>			
Mileage			
Rental Car <i>(Hertz and Enterprise)</i>			
Fuel for Rental Car			
Lodging <i>(VRBO and AirBnB not allowed for Domestic Travel)</i>			
Registration Fee			
Parking			
Taxi/Shuttle Service			
Meals/Per Diem			
Other- Please explain:			
Other- Please explain:			
Total Estimated Trip Expenses:			

*Please describe the funding source if you are not sure of the chart string/speedtype.

UGA CHART STRING/SPEEDTYPE TO BE CHARGED (required): _____

UGA CHART STRING/SPEEDTYPE TO BE CHARGED (additional): _____