

Travel Authorization (TA) Request Form- Franklin Business Services Office

Per Franklin Policy a fully approved TA MUST be on file in order for the traveler to receive reimbursement for out-of-state travel. Complete and email this form to your Business Services Center (BSC) division team (FBSO Directory) at least 2 weeks prior to domestic travel and 4 weeks prior to international travel. International travel must also be registered with OGE here in order to be fully approved. This request form allows BSC to submit a TA on your behalf in the financial system; it does not serve as the TA itself. Please ensure all members of BSC are added as delegates on your profile to allow submission (instructions here). TAs cannot be approved in the financial system once travel has begun; submit requests early!

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 <small>(US Flag Air Carrier required if traveling on federal funds)</small>			
Mileage			
Rental Car <small>(UGA is contracted with Hertz and Enterprise)</small>			
Fuel for Rental Car			
Lodging <small>(Booking services such as VRBO, Airbnb, etc. are not allowed for domestic travel)</small>			
Registration Fee			
Parking			
Taxi/Shuttle Service			
Meals/Per Diem			
Other- Please explain:			
Other- Please explain:			
Total Estimated Trip Expenses:			

*Direct billing is coordinated by department admin, not BSC. Please reach out to your department admin if interested in utilizing a UGA travel agency for flights or a department Hertz, Enterprise, Groome, etc. account.

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

UGA CHARTSTRING/SPEEDTYPE TO BE CHARGED (required): _____

UGA CHARTSTRING/SPEEDTYPE TO BE CHARGED (additional): _____