

Travel Authorization:

When the traveler uses Business Services Center (BSC) as the delegate and BSC is set up as the delegate, the traveler should provide an email to fcbsc-sbs@uga.edu with the following form found here (<https://www.franklin.uga.edu/sites/default/files/Travel-Authorization-Form-General.pdf>):

- Destination
- Travel dates
- Business purpose including name of event attending or justification for trip
- Estimation of costs
 - Air fare
 - Lodging
 - Per diem
 - Registration
 - Ground transportation
 - Other (please include details)
 - Funding Source

Travel Expense Report:

Must be submitted within 45 days of travel. If submitted after 60 days, expenses will be taxable income and a justification for late reimbursement will be required by the University.

When the Business Services Center (BSC) is set up as a delegate:

- Documentation and Receipts for all charges showing paid in full
- Confirm no change in chart string from the travel authority
 - If no travel authority was completed prior to travel, a justification from the travel must be provided and will be added in the notes section of the report.
- BSC will create the report and link the travel authority to the expense report.
- Traveler will have to go into the system to review and approve the report. The system does not allow a delegate to submit the report on behalf of the traveler.

For non-travel expense reports, the employee can submit an email to fcbsc-sbs@uga.edu with the following information:

- Receipt for reimbursement showing paid in full
- Justification for the purchase
- Funding for reimbursement
- Any additional documentation if available