

Travel Authorization Form- Franklin College Business Office

Please complete all fields and email form to your Business Services Center team member: (<https://www.franklin.uga.edu/business-office-department-directory>)

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	

Estimated Trip Expenses			
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:			

UGA CHART STRING TO BE CHARGED (required): _____