

# Travel Authorization Form- Franklin College Business Office

Please complete all fields and email form to [fcbsc5@uga.edu](mailto:fcbsc5@uga.edu)

| 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:   |        |           |             |
| <b>Total Estimated Trip Expenses:</b>                            |        |           |             |

UGA CHART STRING TO BE CHARGED (required): \_\_\_\_\_