



Email completed form to LIB-BUSFIN@uga.edu, University Libraries Finance & Accounting, Main Library regardless of the funding amount being requested. Please review [Know Before You Go Guides](#) before traveling. If approved, this form will be returned to you via email indicating the appropriate accounting tag or chart string you should use when submitting your expense reimbursement and/or travel authority at <https://financials.onesource.uga.edu>. Please contact Libraries Finance & Accounting with questions regarding the submission of these requests in UGA Financials.

Name Department Email Delegate's email (if applicable)

1. Event Name 2. Location 3. Date(s) 4. Why are you traveling? 5. Are you participating as a(n) Attendee only Committee Member Presenter/Speaker Other 6. Should this travel be funded from an annual professional development allotment? (Applies to faculty only.) Yes No 7. Estimated Costs: Registration Fee Meals Lodging Taxi/Shuttle Personal Vehicle Mileage x.67 Personal Vehicle Total Rental vehicle Airfare Misc Other TOTAL:

Requester Signature/Date

Supervisor/Department Head Signature/Date

Chief Business Officer Signature/Date

University Librarian & Assoc Provost Signature/Date

Amount of funding approved/comments:

Chart String:

Table with 4 columns: Fund, Program, Department, Class

Accounting Tag: \_\_\_\_\_

Budref:

Remaining Professional Development Funds: \_\_\_\_\_