Address while absent: City State Country   Means of handling classes and other business while away (N/A is NOT an acceptable answer): Mode of travel (University Vehicle, Personal Vehicle, or Airline): Personal Vehicle University Vehicle Airline Rental Car Will you use a UGA authorized travel agency for airline ticket? (Direct Billing) Yes No Information below is required for Direct Billing Travel Award Number (i.e., Delta Skymiles): Date of Birth (mm/dd/yyyy): Name as it appears on your License or Pass Port: Estimated Cost: Click on option below for meal & lodging rates: GSA Per-Diem for Out of State In-State Per-Diem for travel in Georgia Foreign Per-Diem Meals: \$ Lodging: \$ *Transportation: \$ Registration: \$ Are you a Member? Was Registration paid with P-card?	CAI	P Travel Form for	r Travel Autho	ority Reques	t						
Will you be presenting? If Yes', add title of presentation:   Departure Date: Return Date:   Address while absent: City State   Address of handling classes and other business while away (N/A is NOT an acceptable answer):   Mode of travel (University Vehicle, Personal Vehicle, or Airline):   Personal Vehicle University Vehicle   Personal Vehicle University Vehicle, or Airline):   Personal Vehicle University Vehicle   Autrine Rental Car   Mole of travel (University Vehicle, Personal Vehicle, or Airline):   Personal Vehicle University Vehicle   Mill you use a UGA authorized travel agency for airline ticket? (Direct Billing) Yes   Nome as tappears on your License or Pass Port:   Estimated Cost:   Citk on option below for meal & lodging rate:   Cisk Per-Diem for Out of State   In State Per-Diem for travel in Georgia   Foreign Per-Diem   Meale:   S   Parsonal vehicle:   Stravel insurance is not reimbursable   Are you a Member?   Was Registration paid with P-card?   Other:   S   Mileage (\$0.575 mile / State Vehicle: 50.235):   Citker:   Citker:   Mileage (\$0.575 mile / State Vehicle: 50.235):   Citker:   S   Mileage (\$0.575 mile / State Vehicle: 50.235):	Last Name:			First Name:							
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GSA Per-Diem for Out of State       In-State Per-Diem for travel in Georgia       Foreign Per-Diem         Meals: \$       Lodging: \$		& lodging rates:									
<ul> <li>*Transportation: \$</li> <li>*US travel insurance is not reimbursable</li> <li>Other: \$</li> <li>Other: \$</li> <li>Mileage (\$0.575 mile / State Vehicle \$0.235): \$</li> <li>Grand Total: \$</li> <li>Explain Other (Baggage, Shuttle, Airport Parking, etc.):</li> </ul>	GSA Per-Diem for Out of State		<u>e Per-Diem for trav</u>	<u>el in Georgia</u>	Foreign Per-Diem						
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	Explain Other (Baggage, Sl	huttle, Airport Parki	ng, etc.):								
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Expenses to be charged to:									
Account Number:		Account Name:		Amount:					
Account Number:		Account Name:		Amount:					
Grand Total Requested:									
Traveler's Signature: Major Professor or Program Director's Signature (if required):									