STUDENT TRAVEL

- 2 weeks prior to traveling you MUST complete a VIN form @ the following web site https://webapps.ais.uga.edu/UVDB-VP/home.seam

STUDENT ACTIVITIES FUNDS

- 2 weeks prior to traveling you MUST complete a Travel Authorization form for Student Activities funds to be used
- Registration for conferences may be paid Student Activities fees
- 10% of student activities fees may be used for travel. You can’t spend more than 10% traveling.

DEAN’S TRAVEL FUNDS

- Registration for conferences may be paid by these funds.
- Travel reimbursements will be paid by these funds ie: hotel, airfare, meals while you travel if you save the receipts. You are allowed Breakfast: $6.00 per person Lunch: $7.00 per person Dinner: $15.00 per person

WHEN YOU RETURN

- Bring Original Receipts with a ZERO balance for hotel and airfare
- Gas is NOT a reimbursable travel expense for your car
- All travel must be turned in by May 15th for reimbursement
- All travel must be turned in no later than 2 weeks after travel date.
- Itineraries will not be accepted as receipts

GROUP PURCHASES AND EVENTS

- Must be approved by Student Affairs (Dr. Wolfgang & Renee Dobbs) PRIOR to event or purchase planned
- Must submit receipts paid by one individual
- Food for monthly or organizational hour meetings is not allowed.

Organization will NOT be reimbursed; you must reimburse the student who paid in full and submit his/her receipt

STUDENT ACTIVITIES FUNDS MAY BE USED FOR TRAVEL AND CONFERENCE REGISTRATION ONLY

PLEASE DIRECT ALL QUESTIONS TO RENEE DOBBS PRIOR TO TRAVELING.