

## 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 15<sup>th</sup> 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.