



Mail completed form to Chandra Echols (chandrae@uga.edu; 706-542-5019), University Libraries Finance & Accounting, Main Library regardless of the funding amount being requested.

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.625

Personal Vehicle Total

Rental vehicle

Airfare

Misc Other

TOTAL:

Requester's Signature/Date

Supervisor/Department Head Signature/Date

Director/Asst Director of Admin Services Signature/Date

University Librarian & Assoc Provost Signature/Date

Amount of funding approved/comments:

Chart String:

Fund	Program	Department	Class

Accounting Tag: _____

Remaining Professional Development Funds: _____