



THE UNIVERSITY OF GEORGIA  
SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS

IT ALL BEGINS HERE.

# In-State Travel Request Form

Submit to the Business Office no later than 3 business days prior to travel.

Traveler's Name:

Department:

Dates of Travel:

Account to Charge (Support, Chair, Program, etc.):

Location While Absent:

Mode of Transportation:

Mileage costs (# miles x .575):

Airfare cost:

Meals [In State Per Diem Rates](#)  
(First & Last Day Only 75% allowed):

Lodging Costs [Lodging Per Diem Rates](#)  
(Lodging Must Not Exceed Per Diem by more than 25%)

Airport Shuttle Cost:

Airport Parking Cost:

Destination Ground Transportation Cost:

Other (Please Explain):

Business Purpose for Traveling:

Means of Handling Class While Absent:

Traveler's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head : \_\_\_\_\_

Date: \_\_\_\_\_

Business Office: \_\_\_\_\_

Date: \_\_\_\_\_

Amount Approved:

Funding Source(s):