



Group Travel Attachment

Group Travel Procedures:

- Complete a “DOSBO Student Travel Form” in addition to this “Group Travel Attachment” for a group travel reimbursement prior to the travel event.
- Send the “DOSBO Student Travel Form” and “Group Travel Attachment” to the Dean of Students Business Office (DOSBO@uga.edu) at least two weeks prior to travel.
- All travelers who will need reimbursement must be registered as a UGA Supplier
- After the travel occurs, each individual being reimbursed should provide a copy of the “DOSBO Student Travel Form” and “Group Travel Attachment” plus their individual “Non-Employee Payment Form” and itemized receipts to the Dean of Students Business Office. If multiple individuals are being reimbursed for one group travel event, they only need one version of the “DOSBO Student Travel Form” and one version of the “Group Travel Attachment.”

Name of Student Organization: _____

Student member who should be contacted with questions regarding this trip:

Trip Leader Name: _____ Telephone #: _____

Trip Leader Email: _____

Group Travelers Information and Agreement:

Only students who have paid activity fees for the semester in which they are traveling will be allowed to participate in student travel.

I certify that I am currently enrolled as a Student in good academic standing at the University of Georgia and have paid my Student Activity Fees for the semester in which I am traveling. I also certify that I have been duly elected or appointed as an “Official Student Representative” of the above referenced Student Organization.

I understand that, as a representative of the University of Georgia and an appointed representative of my Student Organization, I will engage in behaviors that are responsible and mature. I will abide by state and local laws, the University of Georgia Student Code of Conduct, and conference/activity rules and regulations. I also understand that if I violate rules and regulations that I may not be reimbursed by the University of Georgia for my expenses. By signing below I agree to these travel conditions.

	Student Name (Print or Type)	Student 81x Number	Signature – Verifying you have read the above statement.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

 Printed Organization Advisor Name

 Organization Advisor Signature

 Date

 Organization Advisor Email

 Organization Advisor Phone #