

The University of Georgia Student Affairs Business Office SABO Student Travel Form

Group Travel Attachment

Group Travel Procedures:

Organization Advisor Email

- Complete a "SABO Student Travel Form" in addition to this "Group Travel Attachment" for a group travel reimbursement prior to the travel event.
- Send the "SABO Student Travel Form" and "Group Travel Attachment" to the Student Affairs Business Office (SABO@uga.edu) at least two weeks prior to travel.
- All travelers who will need reimbursement must be registered as a UGA Supplier

Name of Student Organization:

• After the travel occurs, each individual being reimbursed should provide a copy of the "SABO Student Travel Form" and "Group Travel Attachment" plus their individual "Non-Employee Payment Form" and itemized receipts to the Student Affairs Business Office. If multiple individuals are being reimbursed for one group travel event, they only need one version of the "SABO Student Travel Form" and one version of the "Group Travel Attachment."

Stud	ent member who should be contacted v	with questions regarding	this trip:
Trip Leader Name:		Telephone #:	
Trip	Leader Email:		
	Group Travel	ers Information and	l Agreement:
paid appo Orga Univ	wed to participate in student travel. I certify that I am currently enrolled as a my Student Activity Fees for the semester i inted as an "Official Student Representative I understand that, as a representative onization, I will engage in behaviors that are ersity of Georgia Student Code of Conduct,	a Student in good academic n which I am traveling. I als e" of the above referenced S f the University of Georgia a e responsible and mature. I v and conference/activity rule	tudent Organization. nd an appointed representative of my Student
	Student Name (Print or Type)	Student 81x Number	Signature – Verifying you have read the above statement.
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Print	ed Organization Advisor Name	Organization Advi	sor Signature Date

Organization Advisor Phone #