

Student Affairs Business Office

Group Travel Attachment

Group Travel Procedures:

- Complete a “SABO Student Travel Form” in addition to this “Group Travel Attachment” for a group travel reimbursement prior to the 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.
- 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.”

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.

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.

	Student Name (Print or Type)	Student 81 Number	Signature- Verifying you have read the above statement
1			
2			
3			
4			
5			

Printed Organization Advisor Name Organization Advisor Signature Date