
Traveler's Name

TA#

Post-Travel Law School Attachment

1. Do you affirm that these receipts do not reflect any expenses of the co-traveler? Yes No
If receipts include co-traveler expenses, amounts for co-traveler must be deducted from the amount for which you are seeking reimbursement.

2. Do you affirm that the portion of this trip requested for reimbursement is not being reimbursed by another individual, school or organization? Yes No
If a portion of expenses are being reimbursed by another individual, school or organization, those expenses can not be included in the amount for which you are seeking reimbursement from UGA.

3. Do you affirm that these receipts do not include any personal or non-official UGA business travel? Yes No
Personal travel expenses are not eligible for reimbursement. Reimbursement requests must be reduced by the amount of personal expenses included on receipts.

4. If you are departing from a city other than Atlanta or extending your stay beyond the day when the business purpose for your trip ends, please explain.

I affirm that no receipts/expenses being requested include any expenses for co-traveler, personal travel, or non-official UGA business travel.

Signature