
Traveler's Name

TA#

Pre-Travel Law School Attachment

Required with Travel Authority

1. Is anyone accompanying you on this trip? Yes No

If yes, receipts should not reflect any expenses of the co-traveler. Reasonable effort should be made to obtain separate receipts for traveler/co-traveler.

2. Is any portion of this trip being reimbursed by another individual, school or organization? Yes No

3. Is there a portion or leg of this trip not directly related to official UGA/UGA Law business? Yes No

No personal travel expenses are eligible for reimbursement. Reasonable effort should be made to obtain separate receipts for business and personal expenses.

4. Are you departing from a city other than Atlanta or extending your stay beyond the day when the business purpose for your trip ends? Yes No

Note: if you select yes, additional verification will be required by stating compliance on the expense statement.