
Traveler's Name

TA#

Pre-Travel Law School Attachment

Required with Travel Authority

1.	Is anyone accompanying you on this trip?	Yes	No
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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
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3.	Is there a portion or leg of this trip not directly related to official UGA/UGA Law business?	Yes	No
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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
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Note: if you select yes, additional verification will be required by stating compliance on the expense statement.