Request for Travel Funding/Sponsorship

Rev. 8/2026

Name: _____
Title: _____
Organization: _____
Email: _____
Address: _____
Phone: _____
Alt. Phone: _____

Proposed Attendance/Travel Dates: _____ to _____

Location of Event (may be virtual): _____

Event(s) to be attended (may be virtual): _____

Attach a copy of event agenda/itinerary or web link:
_____

Name of individuals attending the event:

Is this a SSARE sponsored event? ◯ Yes ◯ No

Have you received a SSARE Travel Scholarship in the last 3 years? ◯ Yes ◯ No

Why are you attending the event and what information do you hope to obtain for training of producers?

How will the individual attendees use this knowledge in future trainings of other producers? If any producer trainings are planned, please provide information on those future trainings.

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Budget and Budget Narrative:

(Travel (car, van, plane) can be covered at lowest cost rate. Meals will not be reimbursed except by special permission)

Event Registration Fee: $ _____

Transportation: $ 0.00

- Air $_____
- Ground (mileage) $_____
- Ground (rental) $_____
- Fees (toll, parking, etc.) $_____

Lodging: $ _____

Total Requested: $ 0.00

Narrative:

I have read and understand the travel scholarship guidelines found on pages 3-5.

_____

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SARE Scholarship Travel Guidelines & Standard Procedures

SSARE offers funds for travel to workshops where information may be imparted or gained for sustainable agriculture. **Individuals requesting travel scholarship funds for personal attendance to an event to gain knowledge / skill for use in training others should contact the SSARE State Coordinator in their state or region.**

Southern SARE Region includes 13 states, Puerto Rico, and the Virgin Islands. Travel funds can be appropriated in one of two ways and the procedures for such travel are as follows:

SSARE tries to utilize the available funds in the most efficient, economical and organized fashion**. Funds requests $2,999 and lower may be approved by SSARE administrative staff and must be received at least 30 days prior to the event for which funds are being requested. Requests $3,000 and over require the approval of the SSARE Administrative Council or Executive Council and must be received at least 45 days prior to the event for which funds are being requested.**

SSARE may need to appoint designated organizers to recruit participants, be the contact person, or to work with local vendors such as Bus/Van Charter companies.

Personal Identifiable Information – SSARE must abide by not only Federal Regulations, policies and procedures for travel, but those of the University of Georgia as well. As an added level of security, social security numbers are not included on travel reimbursement forms. An Individual Vendor Profile form must be completed in the Unified Vendor Database at: http://suppliers.uga.edu. This will take you to a secure website to enter your social security and address information. This is a one-time form. If you have completed this form in the past, you will not have to complete another one for subsequent reimbursements. A paper version of this form can be made available to those without internet access. **Completion of this form is mandatory in order to receive payment. This is non-negotiable.** Social Security numbers will be kept confidential at the University of Georgia.

TRANSPORTATION – Chartered buses or vans are often utilized for group travel to conferences or events. SSARE will pay for Chartered buses or vans, when needed, so that the expenses are not incurred up front by recipients of the scholarships. The designated organizers will make all charter arrangements, have the charter bus contract emailed/faxed over to the SSARE office for approval, and have the servicer contact SSARE regarding payment for services. When bus/ van charters are used, there will be **no** mileage reimbursed to or from the participants' home or beginning destination to the bus/van location. For those instances where participants drive to the conference or event, SSARE may reimburse the mileage at a rate of $0.725 cents per mile. Google maps with the start and end location and / or odometer readings are **required**. If a rental vehicle expense is claimed, there will be **no** mileage reimbursed for those miles associated with the rental vehicle. Fuel expenses will **only** be paid when accompanying a rental vehicle expense. Only "Hertz" and "Enterprise" are allowed for vehicle rentals per UGA Policy. We encourage participants to utilize the most economical means of transportation in an effort to keep the expenditures low so that funds can be offered to more individuals who wish to participate.

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If a bus/charter service will be utilized to transport participants it will be necessary for the designated organizer to anticipate the rental costs and
deduct those funds prior to determining how many scholarships can be provided. Organizers must provide a typed list of those participants that will be utilizing the bus/van charter service. SARE can pay for charter service utilizing Group Travel procedures and credit card payment, providing the bus/charter service accepts Visa. The bus/charter service **must** accept credit cards; **no** third party can run the credit card for the bus/charter company. If the bus/charter service does not accept credit cards, a check request has to be submitted and the bus/charter service must be told that payment takes 4-6 weeks for delivery.

HOTEL – Hotel accommodations cannot be directly paid by SSARE, nor will SSARE make the reservations for the participants. Where there are overnight expenses incurred there are usually associated or referred hotels. If the participant chooses to make other reservations at non-referred hotels, the lower room rate will prevail. SSARE does not reimburse miscellaneous charges such as internet connection fees, phone calls, movies, or other miscellaneous charges. **Hotel / Lodging receipts must include detailed charges and be in the claimant's name to be eligible for reimbursement.** In the case where one organizer or participant pays the lodging for a group of participants, a list of participants and their addresses will be necessary for reimbursement of the lodging. The hotel bill / invoice should be in detail with individual names matching the list provided by the SSARE appointed organizers. If double occupancy rooms are used both names must appear on the invoice.

REGISTRATION – Event registration is paid by the participant. Original registration receipt(s) must be submitted to SSARE for reimbursement.

The following must be submitted to receive reimbursement:

- The UGA Supplier Form (completed online at https://suppliers.uga.edu).
- All receipts must be in the name of the attendee. NOTE: Meals are not included in training scholarship reimbursements. Mileage rates are reimbursed at $.725 cents per mile.
- A copy of the training agenda showing the name, location and dates of the event.

The documents and original receipts may be e-mailed. However, all travel forms and receipts **MUST BE CLEAR AND LEGIBLE.** If any documents are deemed illegible, they will be returned for correction, which will delay reimbursement processing time. Errors, missing/incorrect information, and missing receipts will also delay the processing of reimbursement. ALL reimbursement requests must be submitted within 20 days of the close of the event. Reimbursement requests will not be accepted after 20 days. Send all travel reimbursement forms and receipts to:

Kayla Martin
Kayla.Martin2@uga.edu
Southern SARE
University of Georgia - Griffin Campus
1109 Experiment St.
Stuckey Building, Room 203
Griffin, GA 30223-1731

We recommend you make copies of the forms and receipts and keep them in your files for 3 years.