

## SSARE Scholarship Travel Expense Statement

Edited 12/14/2023

NAME:	E-mail:	Complete <b>mandatory</b> online form: <a href="http://suppliers.uga.edu">http://suppliers.uga.edu</a>				
Address:		Phone Number:				
City:	State:	Zip Code:			LOCATION & DATES:	
<i>Please provide the following information for expenses you incurred while in travel status.</i>						
	Day of Departure ____/____/____	____/____/____	____/____/____	____/____/____	Day of Return ____/____/____	Amount
Lodging: ( <b>ORIGINAL receipt required</b> ; enter the cost for each night, <b>omitting other charges and incidentals</b> such as alcoholic beverages.) *						
Airline Ticket ( <b>ORIGINAL passenger receipt</b> or Confirmation (if paid online) required <b>unless pre-paid by SARE</b> )						
Personal Vehicle Expense (this includes departure and return mileage from your home/workplace to the airport or meeting) \$0.67/mile x _____miles <b>Odometer readings:</b> include starting and ending odometer readings. Start _____ End _____						
Registration ( <b>ORIGINAL receipt required unless pre-paid by SARE</b> )						
TOTAL						

- **Note: Expenditures not listed – provide receipts and justification for reimbursement. If approved, reimbursement will be made.**
- **Note: Travel expenditures must be filed within 20 days of the completion of the travel event.**
- **\*\* When going to website, look for City and State where meeting is being held and subtract the incidentals (incidentals are not reimbursable).**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please mail completed form with NON-EMPLOYEE PAYMENT FORM and ORIGINAL receipts to Tydaisha White, 1109 Experiment Street, Stuckey Building, Room 203, Griffin, GA 30223  
Please call Tydaisha White at 770-412-4787 or email [tydaisha.white@uga.edu](mailto:tydaisha.white@uga.edu) if you have any questions.