

Southern SARE

Travel Reimbursement Checklist

All Forms and Information below are **REQUIRED** in order to receive expense reimbursement :

Must be in the UGA Vendor Registration system

<https://suppliers.uga.edu>

Travel Expense form signed and completed

Non-Employee payment form (required for all non-UGA employee payments regardless of type)

Copy of conference agenda or brochure, showing the name of event, location, dates, and the itinerary of the event

ORIGINAL receipts for all expenses claimed (except for meals and mileage)- www.gsa.gov

All receipts must be in the name of the attendee per travel policy

Travel reimbursement forms and original receipts may be emailed. However, all documents, including 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 the reimbursement. Please be careful to make sure all information is properly documented and receipts are attached.

ALL reimbursement requests must be submitted within 20 days of the close of the event. Reimbursement requests will not be accepted after 20 days.

*** Failure to submit your reimbursements by the deadline may result in non-payment.**

If ANY of the items above are missing, processing will be on hold until ALL documents are turned in