



Thank You for Requesting to Travel for SSARE!

Here's what to do next...

BEFORE you go:

Step 1: Email [Keileah Fears \(keileah.fears@uga.edu\)](mailto:keileah.fears@uga.edu) with the document found below:

[SSARE Travel Event Form \(2025\)](#)

NOTE: Please submit a form for each event you plan to attend. This helps us keep documentation clear and organized.

Step 2: If your request has been approved, Keileah will email to notify you.

Kayla Martin (kayla.martin2@uga.edu) will be included in the email. She is responsible for handling your travel reimbursement and compensation questions.

For any additional questions about conference expectations, questions, or concerns, feel free to contact Keileah Fears (keileah.fears@uga.edu) **for further clarification.**

AFTER you come back:

For all reimbursement, please contact Kayla Martin (kayla.martin2@uga.edu). We will need an **e-mailed copy** of all receipts and other documentation (including but not limited to brochures, programs, itineraries, schedules, etc.) concerning what you would like to be reimbursed for submitted within 20 days of the completion of the travel event. Again, **please submit documentation for each event you have attended.**

- [SARE Travel Expense Reimbursement Form](#)
- [Non-Employee Payment Form](#)

For a more detailed explanation to consider when traveling, please review the SSARE Traveling Guidelines, found here: [SARE Travel Guidelines \(2025\)](#)

Common FAQs:

1. Can I mail my documents to the SSARE office?

Answer: YES. Documentation and receipts can be mailed but **we cannot reimburse for the cost of mailing.**

2. When can I expect to receive my reimbursement?

Answer: Once all documentation has been received and submitted **properly**, we will let you know when it has been submitted. However, **please keep in mind: any missing documentation may result in a delay in processing travel reimbursement.** For any additional questions on this process, please contact Kayla Martin, (kayla.martin2@uga.edu).

3. If I want to distribute materials and other literature, what options do I have?

Answer: Please contact SSARE staff and we will be happy to provide you with our recommended selections: our tri-fold brochures, the What is Sustainable Ag bulletin, and the overall SARE grant program sampler. Upon request, all items will be mailed to the address we have on file for you.

Additional Notes to Keep in Mind: Per University of Georgia policy, only hotels/motels are allowable lodging establishments for reimbursement. Businesses, such as Airbnb, Vrbo, HomeAway, condos/townhomes, or similar vacation rentals are not allowable lodging services. All travelers need to be aware of this State of Georgia policy and that neither UGA nor USG has the authority to grant exceptions. For UGA to reimburse lodging expenses, travelers must stay at a hotel or motel. For travel reimbursement purposes, all 50 U.S. states are considered domestic travel. The 16 U.S. territories and commonwealths, including Puerto Rico and the U.S. Virgin Islands, are also considered domestic travel.

International travel is not allowed.