Emergency Hurricane Safety Relief Training

Travel Reimbursement Procedures for Non-UGA Employees

***Complete the Supplier ID Form*** – <https://suppliers.uga.edu/> If you need assistance with this form, please contact OneSource at 706-542-0202.

***Complete the Non-Employee Payment Form*** - <http://busfin.uga.edu/forms/Non_emp_payment.pdf> If you need assistance with this form, please contact Tami Boyle at 770-233-6107.

**Airfare:** If reimbursable expenses will include airfare **you must submit your airline ticket receipt / confirmation** and any **baggage receipts** you wish to claim.

***Mileage:*** If reimbursable expenses will include mileage you ***must submit: Departure address and Destination address***so that we may compute the mileage distance.

***Meals:*** If meals will be reimbursed you ***must include the meal receipt***. Alcohol will not be reimbursed on meal receipts.

***Other:*** (Supplies, Materials, Taxi, or parking – ***receipts must be attached***)