

# 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](http://www.gsa.gov)

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

**Missing information and receipts only delay the processing of the reimbursement. Please be careful to make sure all information is properly documented and receipts are enclosed.**

**ALL reimbursement requests must be submitted within 20 days of the close of the event.**

**\* 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**