

UNG | UNIVERSITY of NORTH GEORGIA

PROFESSIONAL TRAVEL AUTHORIZATION REQUEST FORM

Type of Travel:	In-State	Mode of Travel:	Personal Vehicle		
Traveler's Name:	Bradford Regeski	Employee ID #:	900697093		
Department:		Home Campus:	Dahlonega		
Travel From Date:	9/17	Travel To Date:	9/18	Destination:	Piedmont Park, Atlant, GA

Purpose of Trip:

ITEMIZED ESTIMATE OF COSTS

Meals: Lodging: Transportation:

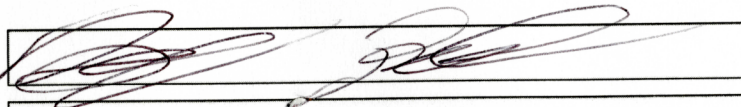
Registration Fees: Other: TOTAL:

If other please explain:

Means of handling classes and other business while absent:

Charge to Account # (REQUIRED):

Employee Signature:



Date:

Supervisor Signature:

Date:

Budgetary Signature:

Date:

INTERNATIONAL TRAVEL ONLY

Vice President Signature:

Date:

President Signature:

Date:

Instructions:

- 1) This form required for only Out-of-State and International travel
- 2) Prepare form and forward to your Supervisor **PRIOR** to trip
- 2) For International travel, the Vice President and President must approve **PRIOR** to trip
- 3) Turn in form to Business Affairs (Gainesville) or Comptroller's Office (Dahlonega)