



University System of Georgia (USG) Travel Policy Exception Requirements

- Exceptions must be requested through the University System of Georgia (USG) office prior to the travel event. **The Finance Division will submit the request on behalf of the department.**
- Airbnb/VRBO (or similar providers) requests must include the following items:
 1. Travel Dates
 2. Travel Location
 3. Number of Travelers
 4. Detailed comparison of hotels (to include location/address, # of rooms, and cost per night)
 5. Verification that the college/unit has considered State Parks in the travel area (if applicable)
 6. Detailed description of VRBO/HomeAway/Airbnb or like service providing rental (to include all associated costs and web link for property)
 7. Reasonable explanation as to why VRBO/HomeAway/Airbnb or like service is most beneficial or economical for group travel
- **Note from USG: Exceptions must be requested for each event.**
- To avoid a conflict of interest, UGA departments cannot use Airbnb, VRBO, or similar accommodations that belong to or that UGA employees oversee. UGA activities should not use property owned by family and friends to avoid a conflict of interest.
- Lodging at state parks, campgrounds, or other higher education institutions does not require an exception request.

Action items for the department:

Prepare the request on department letterhead and include the fact that you are requesting an exception to the travel policy regulations. If possible, identify the name of the class/research project/etc.

- 1) Include as much information about the program/research as possible.
- 2) Include supporting documentation for the hotel comparisons and Airbnb/VRBO/other similar provider accommodations.
- 3) Letter should be signed by the Program Director, at a minimum.
- 4) Copy the Dean to demonstrate his/her support (letter does not necessarily need to come from the Dean unless the Provost's Office advises differently).
- 5) Submit letter to the Office of Academic Fiscal Affairs via email at afa@uga.edu for review.

Please send completed documentation to Jennifer Dunlap at jfinch@uga.edu. Please allow 4-6 weeks for a decision from USG.