NEED HELP WITH QUESTIONS REGARDING YOUR TRAVEL OR NON-TRAVEL RELATED REIMBURSEMENT?

Who can help me?

Your Expense Managers are here to support you and help to ensure that your UGA–related purchases are reimbursable.

Expense Managers are responsible for reviewing and approving travel and other expenses. They can answer questions about which expenses are reimbursable, what types of hotel rooms and flights you can book, and how to make other purchases for you unit.

How do I find my Expense Manager?

Accounts Payable is announcing a new “Find My Expense Manager” tool to assist employees with locating the Expense Manager for each unit, school or division.

This tool can be found at onesource.uga.edu/resources/expense_managers_list.

Find Your Expense Manager by scanning the QR Code below.