



## Taxable Travel Expense

### [Taxable Travel Expense Reimbursement process](#)

Employee Name \_\_\_\_\_

Employee ID \_\_\_\_\_ (7 digits)

Employee Record Number \_\_\_\_\_ (1 digit)

Paygroup \_\_\_\_\_ (3 digits - Dropdown with info in table)

Combo Code \_\_\_\_\_ (14 digits)

(Enter combo code if it is different from combo code for Regular earnings. Travel reimbursements for different combo codes will be paid on a separate check to avoid proration of pay/benefits)

Amount of taxable travel reimbursement \_\_\_\_\_

Travel Authorization # \_\_\_\_\_ Date Travel Ended: \_\_\_\_\_

Travel Expense # \_\_\_\_\_ (if rejected by Accounts Payable)

HR Dept #: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Georgia law provides for severe criminal penalties for persons who knowingly and willfully submit or approve a false, fictitious, or fraudulent request for reimbursement of expenses. I certify that this travel claim is a true statement of travel expenses incurred by me in the performance of official University duties and which follow the State of Georgia travel policy. I have not been reimbursed for these expenses from any other source, nor have I included any expenses paid directly on my behalf from another source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate.

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By approving the expense report, the approver is attesting that he/she has thoroughly reviewed each transaction and the supporting documentation and has verified that all transactions are allowable expenses.

Expense Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expense Managers are to submit this form to [Payroll@uga.edu](mailto:Payroll@uga.edu)  
Receipts are to be kept with the traveler/department.