

\_\_\_\_\_  
Traveler's Name

\_\_\_\_\_  
TA#

## Pre-Travel Law School Attachment

Required with Travel Authority

1. Is anyone accompanying you on this trip?  Yes  No

*If yes, receipts should not reflect any expenses of the co-traveler. Reasonable effort should be made to obtain separate receipts for traveler/co-traveler.*

2. Is any portion of this trip being reimbursed by another individual, school or organization?  Yes  No

3. Is there a portion or leg of this trip not directly related to official UGA/UGA Law business?  Yes  No

*No personal travel expenses are eligible for reimbursement. Reasonable effort should be made to obtain separate receipts for business and personal expenses.*

4. Are you departing from a city other than Atlanta or extending your stay beyond the day when the business purpose for your trip ends?  Yes  No

**Note:** if you select yes, additional verification will be required by stating compliance on the expense statement.