**Please note: Applicants are not guaranteed any specific amount for reimbursement. The amount reimbursed is dependent on the number of requests we receive. Please forward any additional questions to gaps@uga.edu.**

If interested in travel funding please read ALL steps below prior to taking any action. To apply:

1) Determine if you are a UGA vendor. This is different from having an assistantship and receiving direct deposit. The process is quick, but necessary for you to receive your funds. You can access the site here: <https://vendors.uga.edu/UVDB-VP/home.seam>

2) Complete the following form if you have not already done so and put it in the GAPS mailbox: Travel Authority: <http://tate.uga.edu/uploads/docs/StuTravelAuth.pdf>

3) The travel authority form will be submitted to the business office so they can verify that the student has paid student activity fees and is eligible for reimbursement.

4) Upon approval, the student requesting travel funding will be responsible for submitting receipts, filling out the honoraria, and filling out the travel expenditure.

Once you have traveled (and been approved):

1) Complete the Travel Expenditure Summary: <https://emer.prepare.uga.edu/accounts_payable/travel_expense_login.cfm>

2) Once we notify you of how much you will receive, scan a copy of one receipt that totals at least the amount you are being reimbursed.

3) You will need to complete an honoraria form after you receive an email from me indicating the amount GAPS will reimburse you. Honoraria form: <http://www.busfin.uga.edu/forms/non_emp_payment.pdf>

4) Once you have completed and signed the forms, you will need to compile the documents into one pdf file and send it to [gaps@uga.edu](mailto:gaps@uga.edu) and [jasonw@uga.edu](mailto:jasonw@uga.edu). This should include the approved Travel Authority, an honoraria form, travel expenditure summary, and a copy of the receipt.