



STUDENT GOVERNMENT FINANCE TRAVEL AUTHORIZATION REIMBURSEMENT FORM

**FOR GROUP TRAVEL ONLY**

**PER SG 800 CODE 807.83 : Only expenses made by UF students may be reimbursed on conference trips. No staff, faculty, chaperone, non-student traveler, and/or advisor costs will be allowed.**

ORGANIZATION : \_\_\_\_\_ DESTINATION : \_\_\_\_\_

Reimbursement of travel expenses to a single authorized individual is a requirement of group travel. Signature by the following travelers ( after travel has occurred ) confirms authorization to SG to reimburse the following individual: \_\_\_\_\_, whose UFID number is : \_\_\_\_\_ and whose signature is: \_\_\_\_\_ for all approved travel expenses. By signing, the above designated individual agrees to provide the SG Finance Office with proof of payment, the travel receipts, and this authorization, within one month after the travel has been completed. Reimbursement requests over a month may result in nonpayment of your travel.

**FORM REQUIREMENTS**

**PRINTED NAME OF TRAVELER :** Printed name is required of each UF Student.

**UFID NUMBER OF TRAVELER :** UFID number for each UF Student is required.

**SIGNATURE AFTER ACTUAL TRAVEL :** Traveler’s signature is required upon completion of travel.

<u>PRINTED NAME OF UF STUDENT</u>	<u>UFID # OF UF STUDENT</u>	<u>SIGNATURE AFTER COMPLETION OF TRAVEL</u>	<u>DATE</u>
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			