

Announcement of Modification to the Travel Expense Statement

The Business Services Advisory Group (BSAG) Travel committee made a recommendation to remove the approval signature from the Travel Expense statement. After review and discussion with the University System Office, the approval line was removed from the Travel Expense Statement on July 1, 2015. Travelers will still need to sign the form; however, the approval of expenses will occur in the electronic check request system with the review of the travel expense statement.

If you have any questions, please contact Jennifer Collins at jfinch@uga.edu.