

## Direct bill option with Groome Transportation

Based on a suggestion from the University community, a direct billing option with Groome Transportation for shuttle service to and from the Atlanta airport has been established. UGA departments that book shuttle trips for University travel to and from Hartsfield-Jackson Airport may now request to have those trips direct billed to the department.

To establish an account for direct billing, departments should complete the direct billing application at <http://www.busfin.uga.edu/forms/groome.pdf> and submit the application to Groome Transportation. Groome Transportation will invoice the UGA department for the shuttle services provided. Departments should submit the invoice, along with a check request to the Accounts Payable department for processing. If the shuttle service was provided for an employee, the distribution form under "Supporting Documents" on the check request should also be completed.

The Groome Transportation Direct Billing form, as well as other travel resources, is available on the Accounts Payable travel website [http://www.busfin.uga.edu/accounts\\_payable/travel.html](http://www.busfin.uga.edu/accounts_payable/travel.html). Please contact Elena Williams at [lenadroz@uga.edu](mailto:lenadroz@uga.edu) if you have any questions.