

Effective October 1, 2014, an Administrative Action Request Form (AARF) will no longer be required for justification of foreign travel on sponsored accounts when foreign travel is not included in the original budget. Travelers should include justification for the foreign travel on the travel authority (TA) in the “Detailed Justification” box. Contracts and Grants staff will review for inclusion of a justification as the TA electronically routes through that office. This change will eliminate unnecessary administrative steps and improve efficiency in processing foreign travel on sponsored accounts.

If you have any questions about this change please contact Jay McGarity in the Contracts and Grants Department at jmcgarit@uga.edu or 706-227-5393.