

STUDENT TRAVEL REGULATIONS

Students of Augusta State University
Adopted _____

- Students traveling as representatives for Augusta State University shall be subject to the regulations set forth by the State of Georgia Department Of Audits and Accounts and Office of Planning and Budget.
- The student's full name, social security number, purpose of trip and dates must be fully documented on the [ASU Student Travel Request Form](#). (include budget to be charged and expenses if applicable).
- The department head/ budget manager/advisor must signify pre-approval of travel by affixing his/her signature, or that of a "designee" on the "travel request form".
- A purchase requisition must be completed(when applicable) for all expenses to be prepaid or reimbursed. (no exceptions will be made to pay a student in cash) In the case of an "agency fund", a [Request for Payment](#) form must be submitted.
- A [University System of Georgia](#) Travel Expense Statement shall be submitted for reimbursement of expenses.

NOTE: A five day turnaround has been established for reimbursement of expenses. (future payments may come in the form of an "electronic funds transfer)