

THE UGA FOUNDATION

TRAVEL TOUR APPROVAL FORM

This form must be completed if tour revenue is to be processed through UGA Foundation accounts. Foundation policy prohibits tours conducted for any primary purpose outside of the University of Georgia's mission (education, research, outreach). All supporting documentation should be attached to this form, including but not limited to publicity materials, brochures, required reading lists, and instructional materials. Additionally, the following documents are required:

- Detailed itinerary, including each place visited: For each itinerary item indicate the instructional purpose, educational or recreational content, name of the instructor or guide, and number of hours spent.
- Instructor biographies: For each instructor or guide, give a brief description of their qualifications and background. When possible, explain how the person is uniquely qualified given the tour topic or destination.
- Budget: Itemize and estimate expenses and revenue as necessary to provide an overall picture of the accounting. Explain any assumptions made regarding number of participants.

Complete form and mail with attachments to: Gift Accounting, Milledge Center, 394 South Milledge Avenue

TOUR SUMMARY

Tour Name: _____ School, College, Unit, or Dept.: _____

Dates & Locations: _____

Contact Person Name: _____ Phone: _____ Email: _____

What is the primary purpose of this tour? _____

REVENUE AND EXPENSES

Total Projected Revenue: _____ Total Projected Expenses: _____

Account(s) used at Foundation: _____ at UGA: _____

QUESTIONNAIRE

1) Does the tour contribute significantly to The University of Georgia's mission (education, research, outreach)? Explain:

- 2) What is the reason the destination was chosen? _____

- 3) Identify any UGA staff accompanying the tour and explain why their participation is necessary: _____

- 4) How many hours on the tour are devoted to education, research, or outreach? _____
- 5) How many hours of free time or recreational activity are scheduled on this tour? _____
- 6) Are any credits given for this tour (academic, continuing education, etc)? _____
- 7) Is there a required reading list for participants? If so, please attach a copy. _____
- 8) Will there be a library of relevant materials available to the participants while on tour? _____
- 9) Will participants be required to produce any papers or journals or complete any quizzes or tests? Please list any examples: _____
- 10) Will the tour be advertised? If so, attach a copy of the ad or brochure. _____
- 11) Has any of the travel been arranged through a travel agent? If so, what is the travel agent's name or company?

After completing this form, please attach any relevant supporting materials, including the mandatory ones listed at the top. After obtaining the signature of your Dean, Director, or Vice President below, please forward to The Office of Gift Accounting for review and approval. You will be provided with a finalized approved copy of this form, a copy of which you must attach to all tour-related deposits that you transmit to The Office of Gift Accounting.

 Signature of Dean, Director, or VP of School, College, or Unit

 Name (please print)

 Date

Financial Services use only:

 Gift Accounting Approval

 Financial Services Approval

 VPDAR Approval

 Date