



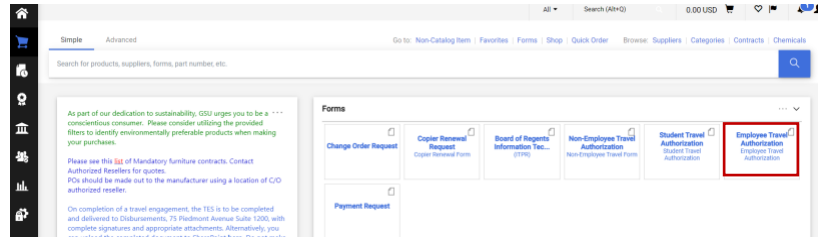
Georgia State PantherMart Travel Quick Reference Guide

TRAVEL OVERVIEW

The Travel Authorization Form will be used to estimate travel expense for employees and students based on the State of Georgia Statewide Travel Regulations, and to provide pre-authorization for the estimated travel expense. The Travel Authorization Form is used for employee and student travel only.

TRAVEL AUTHORIZATION FORM

From the Panther Mart Home Page, Click on Employee Travel Authorization (Non-Employee and Student Travel Authorizations have their own forms).



- 1.
- 2.

Complete Travel Authorization Form

Form - Travel Authorization

Employee Name (Enter Employee Name as Supplier)

Existing Supplier: Enter Manually

Enter Supplier:

Enter Travel Destination and Purpose in Product Description

Product Description:

Start Date:

End Date:

Category Code:

Registration Expense (not encumbered):

Enter Name of individual covering responsibility while on Travel status:

Is this form for International Travel?

If Yes, Complete the International Travel form: [International Travel Form](#)

Attachment may be copy of registration, program/agenda, special approvals, etc.

Additional Info:

Per Diem

For more information on per diem rates please refer to the links below:

- [In State Travel](#)
- [Travel outside the State of Georgia](#)
- [International Travel](#)

Description	Price	Quantity	Ext. Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total			0.00

Per Diem Meal Expense

Description	Price	Quantity	Ext. Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total			0.00

Per Diem Hotel (Lodging) Estimated Expense

Description	Price	Quantity	Ext. Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Total			0.00

Airfare

Airfare:

Car Rental

Estimated Car Rental Expense:

State Contracted Rental Car Vendors: [Link](#)

Car Rental Cost Comparison: [Link](#)

Georgia Liability Insurance ID Card: [Link](#)

Fuel

Estimated Fuel Cost:

(Fuel may be provided for a Rental Car or for GSU owned vehicle)

Mileage

Personal Auto Mileage

Description	Unit Price	Quantity	Ext. Price
Estimated Mileage	0.625	<input type="text"/>	
Total			0.00

Other

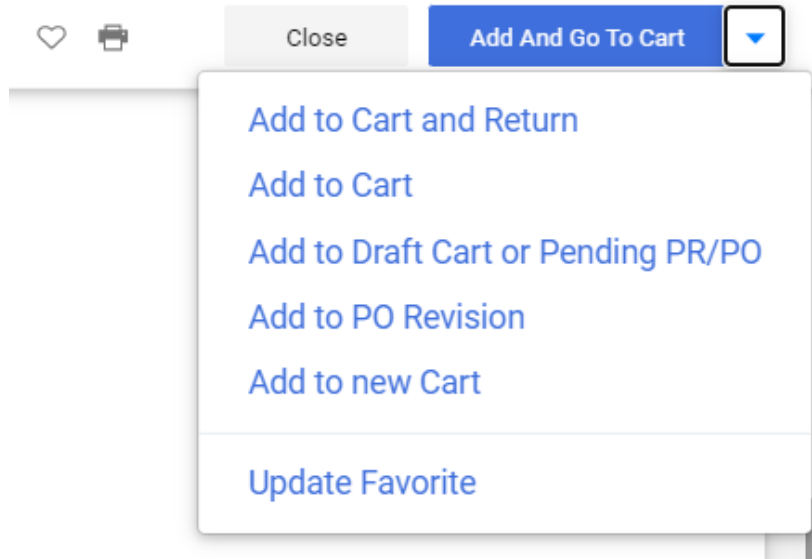
Taxi	Parking	Train	Tolls	MISC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Identify Estimated Misc. Expense (refer to State of GA Travel Regulations)

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In the Available Actions section, you may select from the following actions:

Available Actions:



•**Add and Go To Cart** - The form is added to the active shopping cart, closes the form pop-up, and navigates the browser to the active cart. If there is no active cart, one is created with this action.

•**Update Favorite** - The Add to Favorites dialogue appears to add the form in its current state (populated with or without data) to Favorites.

•**Add to New Cart** – A new cart is created, and the form is added to that cart. Use this if you have a cart with items already in it as you can only have one form per cart.

Unavailable Actions: These actions should not be used because you can only have one form per cart.

- Add to Cart and Return
- Add to Cart
- Add to Draft Cart or Pending PR/PO

CART

For instructions on how to submit the cart, please refer to the Quick Reference Guide “Submitting an Order”.