NEW STATE OF GEORGIA TRAVELERS

Are You a New Traveler whose agency is using GA Travel & Expense?
To book travel or receive an expense reimbursement and access GA Travel & Expense a Vendor ID is required.

What to do if you are not sure if you have a Vendor ID?

- If you are not sure- check with your local travel administrator first

How do I request a Vendor ID?

1. Complete the Vendor Management Form and follow the instructions located within the form

   ✓ **FYI-** Section 4 of the form should be completed by your Agency's Accounts Payable (AP) Department. Your AP department will complete the process and interface with VMG (Vendor Management Group).

2. If you already have a vendor ID, but are not set up to be reimbursed via ACH (Direct Deposit), please complete section 2. Please note direct deposit has to be set up separately from payroll direct deposit.

   ✓ **FYI:** General Bank Account # is the second set of numbers and the routing number is the first set of numbers(9 digits) located at the bottom of your check

   ✓ **FYI:** When submitting the bank form a voided check will need to be attached.

After I receive my vendor ID, what next?

- To gain access to the new GA Travel & Expense System and begin booking travel or submitting travel related expenses complete the GA Travel & Expense Travel Request Form

- You can expect to receive additional follow up and log in instructions via e-mail within 48 hours

Direct all inquiries about the forms to the Vendor Management Group at psvendor@sao.ga.gov or 404-657-3956, option #7**.**

For Travel Questions: Dial Customer Care at 404 657-3956 or 888 896-7771 or send e-mail to sao_travel@sao.ga.gov