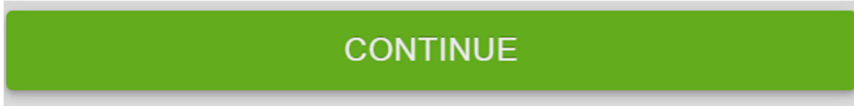



When booking online for a Direct Bill...

1. After choosing Athens as your location.
2. Below the flight information you will enter your Group ID and click the arrow




3. On the next page is where you will put in your flight information and dates.


[Login](#) | [Remove the UGAROM code](#) | [Cart](#)



From Airport, City or Place	To Airport, City or Place	Passengers Select 
		<input type="button" value="CONTINUE"/>


4. On the next page your will click Select, that is where it will show the trip times.
5. You will need to fill out the flight information (if no flight information select delta as the airline) and a tip amount must be added. If you do not want to leave a tip use 0.00. Then click Continue.
6. The next page is your shopping cart. You will see your department listed right above the checkout button. Select Check Out


Shopping cart

 **UGA Georgia Center**
1197 S. Lumpkin St., Athens GA

 **Hartsfield Atlanta International...**
6000 N Terminal Pkwy, Atlanta GA

 Remove  Change

 Thursday, Apr 28, 2022 12:25 PM

 Scheduled Shuttle

1 

\$46.00

UGAROM-DEPT OF ROMANCE LANGUAGES

[Login](#) | [Empty cart](#) | [Add a new reservation](#)

[Checkout](#)

7. You will then put in the passenger's information. Scroll down a little to where it talks about payment. You are going to click the white box that says Direct Bill.

Payment

Direct bill Credit card

Credit Card #

Name (as it appears on credit card)

Credit Card Verification Number
[\(Credit Card Verification Help\)](#)

Expires: Month/Year /

8. Next you will click that you agree to our terms and conditions. Then click the green box Book your Trip.

I agree to these terms and conditions:

- You must cancel or change your reservation by 11:59pm the day before your travel date. **No refunds will be issued.** If you need to cancel, you will be issued a credit for use on future travel within the next year. Credit will not be issued if cancelling after 11:59pm the day before your travel date. Same-day reservations are not eligible for credit if cancelled.
- **All children must travel in an approved child safety seat in accordance with state law. Child safety seats are not provided by Groome Transportation. All passengers over the age of 2 are required to wear a face mask or appropriate covering of the nose and mouth during travel. No exceptions will be made. Unaccompanied Minors, defined as passengers aged 15 to 17, may ride alone. Passengers aged 14 and under must travel with a parent or guardian.**
- Each adult passenger is allowed two standard size bags in addition to one carry-on item. Each ticketed child passenger is allowed one standard size bag. A standard bag is to be defined as any bag or fully enclosed box with a maximum size of 62 inches (L+W+H) and a maximum weight of 50 lbs. Example: (10" + 20" + 32" = 62") No single piece shall exceed a maximum length of 54". A hand bag is to be defined as any small, handheld item that can be comfortably and safely held in the passenger's lap or can be safely stored on the floor between the passengers feet without inconveniencing any passenger seated next to, or in front of or behind them. There is a \$25 Per Bag Charge over this allowance.

You must agree to these terms by clicking the box.

[Back](#) |

[Book your trip](#)