

**George Mason University
Request and Authorization to Travel**

Date: ___/___/___

Section 1: Traveler Information

Name _____
 Address (street) _____
 Address (apt., etc.) _____
 City: _____
 State: _____ Zip _____
 Department _____

SSN: _____
 Employment Status: ___ GMU Employee
 ___ Candidate
 ___ Non-immigrant visa holder*
 ___ Other
 Mail Stop _____ Telephone _____

Section 2: Trip Information

Type of Trip: ___ State/Grant Business ___ Conference ___ Recruitment ___ Athletics
 ___ Training/Education ___ Presentation ___ Field Work ___ Other
 Purpose/reason of Trip: _____

Benefit to GMU (Foreign Travel): _____

Departure: Date: ___/___/___ Time: ___:___ Return: Date: ___/___/___ Time: ___:___
 Primary Destination: City _____ State/Country _____
 Other Destination: City _____ State/Country _____
 Six-digit Account(s): Primary _____ Amount _____
 Secondary _____ Amount _____

Section 3: Estimated Expenses:

<u>Category</u>	<u>Amount</u>
<u>Commercial Transportation</u>	
___ Air ___ Train ___ Other _____	
Rental Vehicle: Yes ___ No ___	
Vehicle Mileage: Distance _____ Rate _____	
___ Personal ___ State Vehicle	
Registration: Includes: ___ Meals ___ Lodging	
Lodging: Nights ___ Rate(w/o tax) ___ tax _____	
Check here if conference or host facility _____	
Meals: No. Days _____ Rate _____	
Other (specify) _____	
Total	_____

As the traveler, I certify that the above estimated expenses are reimbursable and that those for lodging and meals do not exceed the maximum amounts authorized by the Commonwealth of Virginia (or by the sponsor of the ledger 5 account to be charged, as applicable).

Section 4: Signatures

	<u>Dates</u>
Request for Approval (Traveler) _____	___/___/___
Recommend Approval (Supervisor) _____	___/___/___
Recommend Approval (Responsible Person, P.I., Ledger 5 Only) _____	___/___/___
*Recommend Approval (International Tax Coordinator, Non-immigrant visa holder travel only) _____	___/___/___
Approved (Approving Official) _____	___/___/___

Instructions for Completing Travel Authorization

1. General. The Commonwealth of Virginia requires that all travel be performed as **economically** as possible consistent with mission dictates. In addition, except for per diem, expenses must be **reasonable, necessary and actual** to be reimbursed. In general, only employees may be reimbursed for their travel expenses using the travel authorization and reimbursement process.

2. Approval for Travel. All travel must be approved **in advance**. The "recommend approval (responsible person, P.I.)" block need only be completed (signed) for ledger five accounts. The "International Tax Coordinator" block should be completed by the Office of International Programs and Services for the travel of non-immigrant visa holders only.

A. For trips whose total cost will be more than \$500, or which involve commercial air travel, you need the advance, written approval of your dean or equivalent vice president or the Director of the Office of Sponsored Programs, for applicable ledger-five travel (i.e., for travel funded by a ledger-five account being administered by the Office of Sponsored Programs). Co-funded travel requires the approval of both of these officials.

B. **Other trips** can be approved orally by your first line supervisor.

3. Airline Reservations. Air travel arrangements may be booked through Rosenbluth International, the university's preferred travel agency (phone 800-331-7359, fax 703-827-7310). Rosenbluth will bill the university directly using the six-digit account number you provided on this authorization. You will need to provide Rosenbluth with a copy of this authorization to confirm your booking. You may also make air travel arrangements through gmu.biztravel.com or use another web site or travel agency.

4. Reimbursement of Lodging Expenses. The Commonwealth reimburses **actual expenses up to a daily maximum rate**. These maximums are for single occupancy and **exclude** taxes. Lodging taxes are now fully reimbursable. There is a basic in-state rate, a basic out-of-state rate and a list of cities with specific rates. Current rates can be obtained from the Travel Home Page at <http://www.gmu.edu/service/fiscserv/> or from the travel office at x32623. If justified by staying at the conference site facility or otherwise and approved, you may be reimbursed up to 50% above the applicable rate appearing in these publications. See <http://www.state.gov/www/perdiems/> or contact the Travel Office for rates that apply to locations outside the United States.

5. Meals and Incidental Expenses. The Commonwealth uses a per diem system to reimburse for the cost of meals and incidental expenses such as personal phone calls and laundry, tips to baggage handlers, etc. A **three-quarter day (75%)** system is used to prorate the daily per diem rate on your day of departure and day of return. Current rates can be obtained from the Travel Home Page at <http://www.gmu.edu/service/fiscserv/> or from the travel office at x32623. See <http://www.state.gov/www/perdiems/> or contact the Travel Office for rates that apply to locations outside the United States.

6. Reimbursable Expenses. The following travel related expenses may also be reimbursed when reasonable and necessary: Registration fees, business telephone charges, other transportation costs including rental autos and personal vehicle mileage, etc. Reimbursement for use of your personal vehicle is at the rate of **32.5** cents/mile or **19** cents/mile depending on the availability of a Commonwealth/GMU vehicle and the distance of the trip.

7. Nonreimbursable Expenses. We cannot reimburse for expenses such as alcoholic beverages, hotel movies and other entertainment, lodging and meals above Commonwealth ceilings, damage to personal vehicles, luxury auto rentals and rental auto insurance in the U.S. and gasoline purchased at excessive cost (e.g., airport rates).