



# INSTRUCTIONS FOR COMPLETING TRAVEL EXPENSE REIMBURSEMENT VOUCHER

<b>TRAVELER INFORMATION</b>	Name and home address of traveler are required. Disclosure of your social security number for travel reimbursement purposes is required by Commonwealth of Virginia administrative regulations. Your social security number may be used to provide appropriate tax and income information to government agencies.
<b>TRIP INFORMATION</b>	Enter the city and state, or city and country. For travel to more than one location, use a separate form. Enter date and time of departure and return.
<b>PERSONAL VEHICLE USE STATEMENT</b>	For travel destinations of less than 125 miles from the departure point, use of a personal vehicle generally is considered cost beneficial to the state, and the personal mileage rate should be used. For greater distances, the personal vehicle rate should be used <i>only</i> if a state or GMU vehicle is not available; when use of a personal vehicle is elected for the convenience of the employee, reimbursement will be made at the fleet rate. See the Travel web site at <a href="http://www.gmu.edu/service/fiscserv">http://www.gmu.edu/service/fiscserv</a> for current personal and fleet rates.
<b>MILEAGE REIMBURSEMENT</b>	Enter dates, points between which travel occurred (city & state), and number of miles traveled. See the Travel web site at <a href="http://www.gmu.edu/service/fiscserv">http://www.gmu.edu/service/fiscserv</a> for current personal mileage and fleet rates allowed.
<b>RENTAL CAR EXPENSE</b>	Enter the total amount of rental car expense for this trip. Include parking fees and tolls incurred. <b><i>Original receipts are required.</i></b>
<b>FARES</b>	Identify type of fare (e.g., taxi, shuttle, train, bus, airfare.) <b><i>Original receipts are required for amounts over \$10.</i></b>
<b>PARKING AND TOLLS</b>	Include daily expenses for parking and tolls paid while driving personal or state vehicle. <b><i>Original receipts are required for amounts over \$10.</i></b>
<b>MEAL AND INCIDENTAL EXPENSE</b>	See the Travel web site at <a href="http://www.gmu.edu/service/fiscserv">http://www.gmu.edu/service/fiscserv</a> for <i>Per Diem</i> amount allowed. Use 75% rate on departure and return dates. Identify meals provided by conference each day as follows: B = Breakfast, L = Lunch, D = Dinner. <b><i>These free meals <u>must be deducted</u> from per diem amount.</i></b>
<b>LODGING</b>	See the Travel web site at <a href="http://www.gmu.edu/service/fiscserv">http://www.gmu.edu/service/fiscserv</a> for maximum rates allowed. <b><i>Original receipts showing payment in full are required.</i></b>
<b>OTHER</b>	Include other allowable expenses, such as registration fees, business phone calls, fax charges, fuel charges, etc. Do NOT include personal expenses, alcoholic beverages, movies charged to hotel bill, etc. For foreign travel, indicate currency conversion rate used. <b><i>Original receipts are required for amounts over \$10.</i></b>
<b>PURPOSE OF TRIP</b>	Indicate purpose of trip. For conference or workshop, enter name of conference or workshop on line provided. If "other" is selected, describe purpose in space provided.

***For more detailed information, see Administrative Policy 20 ("Travel Authorization and Reimbursement Policies") at <http://www.gmu.edu/facstaff/policy/administrative/20.pdf>, the Travel web site at <http://www.gmu.edu/service/fiscserv/>, or contact the Travel Office at (703) 993-2623.***