

George Mason University
Request and Authorization to Travel

Section 1: Traveler Information

Date: ___/___/___

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

G#: _____
Employment Status: ___ GMU Employee
___ Candidate
___ 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/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 grant to be charged, as applicable).

Section 4: Signatures

	<u>Dates</u>
Request for Approval (Traveler) _____	_____/_____/_____
Recommend Approval (Supervisor) _____	_____/_____/_____
Recommend Approval (Responsible Person, P.I., Grants Only) _____	_____/_____/_____
Approved (Approving Official) _____	_____/_____/_____