



Quick Reference for Travel Request System

October 13, 2009

What is the Travel Request System (TRS)?

The TRS is an online system used to generate Request and Authorization to Travel and Travel Expense Reimbursement forms.

What are the advantages of using the TRS?

1. The system automatically incorporates the current mileage and per diem rates and adjusts for travel days (75% of meal per diem), eliminating the need for the user to calculate these items.
2. The system allows travel to be expensed to multiple funds/orgs by specifying either a dollar amount or a percentage for each fund/org.
3. It eliminates duplicate entry for authorization and reimbursement. The authorization is saved and edited, based on actual expenses, to generate the reimbursement.
4. Reimbursements may be processed when an authorization is not required.
5. The TRS allows an employee to act as a delegate for a traveler. This is helpful if an administrator is responsible for initiating authorizations and reimbursements for several individuals in the department. It is also useful when a candidate's or guest speaker's travel expenses will be paid by Mason.

What is a department delegate?

A department delegate is a user who may enter authorizations and reimbursements for all travelers in his/her department. A department may have as many department delegates as they require.

Becoming a department delegate

A department delegate may be selected by the department head. The department head must send an email indicating the names of the staff who are to be the department's delegates to: travel@gmu.edu. A traveler may also select a delegate individually by entering Delegate Info at the bottom of the page immediately after the log-in page and following the prompts.

Accessing the system

1. Open an Internet browser
2. Go to <https://travel.gmu.edu>
3. Select *Click here to request access* to the Travel Request System
4. Enter Personal Information and Supervisor Information
5. Select Send
6. You will receive an email indicating that access has been granted, including a (case-sensitive) temporary password. Login to change your password.

Main Menu Options (Enter Travel)

- Initiate Authorization – Create a written authorization required when travel costs exceed \$500, include lodging over the basic rate, or include airfare.
- Initiate Reimbursement – When selected will prompt for trip type (e.g. standard, extended, international) then will display all trips of selected type where reimbursement not initiated. Note: Once a reimbursement has been initiated, the authorization can not be edited.
- View/Edit Trip – View or edit an authorization or reimbursement. When selected will display all trips, regardless of type or status.
- Print Authorization/Reimbursement – Select a trip to print the authorization or reimbursement.
- Edit User Information – Edit your personal information or supervisor information.

To report TRS problems

Go to <https://travel.gmu.edu> and select *Click here to report problems with the Travel Request System*

Whom to Call for Help

Penny Smith, Travel Manager	3-2623
Ryan Wetter, Travel Coordinator	3-2652
Michael Wharton, Training Manager	3-2089
Maureen Strauch, Fiscal Policy	3-2620

Completing a Travel Authorization

1. Open an internet browser
2. Go to <https://travel.gmu.edu> and login
3. Select Enter Travel
4. Select Initiate Authorization and select continue
5. Select Trip Type (Extended or International) and select continue
6. Enter Trip Information
 - Trip Name = Destination, Month of Trip, Traveler's Last Name.
 - Select the class of trip and enter the purpose of the trip.
 - Enter Departure Date/Time: Departure time is the time you anticipate leaving your home/office to begin travel.
 - Enter Return Date/Time: Return time is the time you expect to return to your home/office.
 - Indicate any free meals on departure and return days.
 - Enter the fiscal year (FY runs 7/1-6/30)
 - Check the box if you plan to host a business meal.
7. Enter Fund/Org Information - select Department from the drop-down list; enter the fund or org to be charged. If charging multiple funds/orgs, indicate either the dollar amount or percentage to be charged to each fund/org.
8. Enter Primary Transportation
9. Enter Secondary Transportation. Enter a description when choosing Other.
10. Enter Location
 - Use drop-down list; if not included in the drop-down select other location NOT listed above, type in city and select state.
 - Arrival time is the time you expect to arrive at the hotel.
 - Departure time is the time you expect to depart the hotel.
11. Enter Lodging – rates will be displayed based on the location. If you are choosing the conference lodging rate you must provide an explanation, e.g. additional lodging costs will be offset by reduced local travel costs.
12. Enter Event. Enter meals included, except for travel days.
13. Enter Car Rental
14. Enter Estimated Miscellaneous Expenses
15. Review information, select Edit Info to edit any section. Edits may be made to the authorization any time prior to initiating

the reimbursement; you may exit the system and then log back in to make edits.

16. Enter Comments. Please enter the air carrier in the comments field for international trips charging Federal funds
17. Select Print Authorization at the bottom of the screen or from the main menu.

Completing a Travel Reimbursement

1. Open an internet browser
2. Go to <https://travel.gmu.edu> and login
3. Select Enter Travel
4. Either a or b
 - a. Select Initiate Reimbursement
 - Select travel type and then select continue. All trips without a reimbursement initiated will be displayed.
 - Select Initiate Reimbursement
 - b. Select View/Edit Trip
 - All trips will be displayed.
 - Select Initiate Reimbursement to begin new (note warning above) or Edit Reimbursement to continue an existing reimbursement
5. Edit section(s) based on actual travel costs by selecting blue Edit links. Enter new and/or revised information and select continue.
6. After edits completed, scroll down and select print reimbursement.

Note: if you exit the system prior to printing, there is a print authorization/reimbursement option on the main menu.

Submitting Request and Authorization to Travel

1. Obtain signature of traveler, supervisor, and a [Senior Approving Official](#)
2. Make a copy for your records
3. Mail original form to the Travel Office, MS 3G6

Submitting Travel Expense Reimbursement Voucher

1. Obtain signature of traveler, supervisor, and authorized signatory on fund/org
2. Attach receipts to a separate sheet of paper (with scotch tape preferred)
3. Make a copy of form and receipts for your records.
4. Mail original form and original receipts to the Travel Office, MS 3G6 (do not fax)