


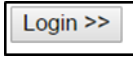
The Travel Request System (TRS) is an online system available to faculty, staff, students, candidates, guest speakers and others who travel at Mason's expense. Since it is a stand-alone application that is independent of Banner, each user will enter and then update as necessary his/her department information, Authorized Approver/Supervisor information, home address, etc. The TRS design includes a delegate feature in which a traveler may designate another Mason staff member, who is registered in the TRS, to prepare electronic travel authorizations and reimbursements on his/her behalf.

First time users: Register and establish a delegate

1. Open a Firefox browser and enter travel.gmu.edu. *Note: Off-campus users must use the Mason Virtual Private Network (VPN) in order to access the TRS.*
2. Select the gray Login box 
3. Enter your Mason NETID and password, the same used to log-in to Mason email and Patriot Web
4. Select first time user
5. Complete personal, department and Authorized Approver/Supervisor information and select Submit
6. To establish a delegate, select Delegate Info at the bottom of the screen
7. Follow the prompts in the Add Delegate section to select and add one or more delegates
8. If you would like to add a delegate whose name does not appear in the dropdown, select other and enter his/her G#
9. Select Save changes at the bottom of the page

The selected delegate(s) will be able to log in to the TRS, and complete travel authorizations and reimbursements by entering your email address in the "I am acting as a delegate for" section of the TRS home page.

Previous users: Update information and establish/change a delegate

1. Open a Firefox browser and enter travel.gmu.edu. *Note: Off-campus users must use the Mason Virtual Private Network (VPN) in order to access the TRS.*
2. Select the gray Login box (unless acting as a delegate) 
3. Enter your Mason Net ID and password, the same used to log-in to Mason email and Patriot Web.
4. Select login
5. Select Edit User Info to review and update personal information. If department information is no longer current, use the drop down to select the appropriate department. Select Save changes at the bottom of the page
6. Select Delegate Info at the bottom of the screen to review delegates. Follow the prompts to remove or add delegates.
7. If you would like to add a delegate whose name does not appear in the dropdown, select other and
8. enter his/her G#
9. Select Save changes at the bottom of the page

The selected delegate(s) will be able to log in to the TRS, and complete travel authorizations and reimbursements by entering your email address in the "I am acting as a delegate for" section of the TRS home page.