What is the Travel Request System (TRS)?

The TRS is an online system that generates Request and Authorization to Travel and Travel Expense Reimbursement forms. TRS document approvals are completed electronically through Banner Workflow.

What are the types of travel and levels of approval?

1. **Extended Trip to 48 contiguous U.S.** – overnight travel costs exceeding $500 and/or trip includes lodging over the basic rate.  
   *Required Approval* – Supervisor and Fiscal Officer

2. **International Trip** (including Hawaii, Alaska, Puerto Rico and other U.S. territories) at any dollar amount  
   *Required Approval* – Supervisor, Fiscal Officer and Senior Approving Official/designee

3. **International Trip (Embargoed Country)**  
   *Required Approval* – Supervisor, Fiscal Officer, Senior Approving Official/designee, Office of Research Integrity and Assurance

4. **Transportation only** – request for transportation reimbursement only  
   *Required Approval* – Supervisor and Fiscal Officer

5. **One day trip** – less than $500 with no overnight accommodations or per diem  
   *Required Approval* – Supervisor and Fiscal Officer

6. **Standard overnight** – less than $500 AND lodging at or below basic rate  
   *Required Approval* – Supervisor and Fiscal Officer

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.

Requesting access to the TRS system

1. Open a Firefox internet browser (VPN required for remote use)
2. Go to 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 overnight travel exceeds $500 or lodging costs exceed the basic rates.
- **Initiate Reimbursement** – When selected will prompt for trip type (e.g. standard, extended, international, etc.) then will display all trips of selected type where reimbursement not initiated. Note: Once a reimbursement has been initiated, the authorization cannot be edited.
- **View/Edit Trip** – View or edit an authorization or reimbursement. When selected will display all trips, regardless of type or status.
- **View Document Status** – View document history and approval 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 travel.gmu.edu and select “Click here to report problems with the Travel Request System” before logging into the system.

Whom to Call for Help

- **Penny Smith**, Travel Supervisor 3-2623
- **Regina Carter**, Sr. Travel Tech 3-2652
- **Christopher Wagaman**, Sr. Travel Tech 3-3464
- **Heather Strange**, Training Manager 3-2089
- **ITS Support Center for VPN Access** 3-8870
Quick Reference for Travel Request System
August 2016

Completing a Travel Authorization
1. Open a Firefox internet browser (VPN required for remote use)
2. Go to https://travel.gmu.edu and login
   (Delegate enters traveler email/status)
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 = Traveler’s NetID - Month of Trip - Year - Destination
   - Select the class of trip, enter the purpose of the trip and benefit for international
   - 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)
   - Supervisor’s NetID should populate
   - Check the box if you plan to host a business meal.
   - Enter Emergency Contact for international
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. Choose appropriate approver from drop down menu. Additional approvers may be added by entering the approvers NetID in the “Optional Approvers” field.
9. If travel is to an international destination, select the appropriate Senior Approving Official/designee from the drop down.
10. Enter Primary Transportation. Enter the air carrier when traveling internationally charging Federal funds.
11. Enter Secondary Transportation for Origin City and Destination facility. Enter a description when choosing Other.
12. Enter Location by selecting from drop-down list; if not included in the drop-down select other location NOT listed above, type in city and select state.
13. Enter Lodging – rates will be displayed based on the location. If you are choosing the conference lodging rate, provide an explanation, e.g. conference hotel. For international locations/rates, follow links
14. If room sharing, enter additional traveler name and identify if individual is a Mason employee.
15. Enter Event name or description. Enter meals provided, except for travel days
16. Enter Car Rental if applicable
17. Enter Estimated Miscellaneous Expenses
18. Review information, select Edit Info to edit any section. Edits may be made to the authorization any time prior to submitting for approval; you may exit the system and then log back in to make edits.
19. Use Comments section to provide clarification or additional information.
20. Select Submit for Approval to begin the Workflow approval process.
21. Select Continue and then Yes.
   Note: Traveler/delegate will receive an email stating that the approval process has begun. Another email will be sent once the document has received all required approvals.
22. Travel is not authorized until all required approvals have been received.

Completing a Travel Reimbursement
1. Open an internet browser
2. Go to https://travel.gmu.edu and login
3. Select Enter Travel
4. Select View/Edit Trip
   - All trips will be displayed.
   - Select Initiate Reimbursement to begin new (note warning above) or View/Edit Reimbursement to continue an existing reimbursement
5. Edit section(s) based on actual travel costs by selecting blue Edit Info links. Enter new and/or revised information and select continue
6. After edits completed, scroll down and select Submit for Approval
7. Print a copy of the Reimbursement
8. Select Continue and then select Yes

Submitting Travel Expense Reimbursement Voucher
1. Supervisor and/or fiscal officer should verify traveler receipts before approving document in Workflow
2. Once all approvals are received attach receipts to a separate sheet of paper (with scotch tape preferred) and submit to the Travel Office along with a printed copy of Reimbursement
3. Mail original forms and original receipts to the Travel Office, MS 3G6 (do not fax)