George Mason University

presents

Travel

A Guide to University Travel Policies and Procedures

Prepared by the Fiscal Services Training Department

January 2016
# George Mason University
# Travel Policies and Procedures

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>i</td>
</tr>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Travel Policy</td>
<td>1</td>
</tr>
<tr>
<td>Travel Request System (TRS)</td>
<td>1</td>
</tr>
<tr>
<td>Pre-Trip Planning and Cost Estimates</td>
<td>2</td>
</tr>
<tr>
<td>Form and Level of Approval Required</td>
<td>3</td>
</tr>
<tr>
<td>Other Advance Approvals</td>
<td>4</td>
</tr>
<tr>
<td>Lodging</td>
<td>5</td>
</tr>
<tr>
<td>Approval for lodging above basic rates</td>
<td>5</td>
</tr>
<tr>
<td>International rates</td>
<td>6</td>
</tr>
<tr>
<td>Exceptions to maximum rates</td>
<td>6</td>
</tr>
<tr>
<td>Internet charges</td>
<td>7</td>
</tr>
<tr>
<td>Hotel bills</td>
<td>7</td>
</tr>
<tr>
<td>Meals and incidental expenses in conjunction with an overnight trip</td>
<td>7</td>
</tr>
<tr>
<td>Per Diem Rates</td>
<td>7</td>
</tr>
<tr>
<td>International per diem rates</td>
<td>8</td>
</tr>
<tr>
<td>Travel departure and return days</td>
<td>8</td>
</tr>
<tr>
<td>“No-cost” meals</td>
<td>8</td>
</tr>
<tr>
<td>Transportation</td>
<td>9</td>
</tr>
<tr>
<td>Motor Pool vehicles</td>
<td>11</td>
</tr>
<tr>
<td>Enterprise Rental vehicles</td>
<td>11</td>
</tr>
<tr>
<td>Personal vehicle</td>
<td>14</td>
</tr>
<tr>
<td>Other rental vehicles</td>
<td>15</td>
</tr>
<tr>
<td>Parking fees and toll charges</td>
<td>15</td>
</tr>
<tr>
<td>Taxi and shuttle van fare</td>
<td>15</td>
</tr>
<tr>
<td>Sponsored Projects</td>
<td>16</td>
</tr>
<tr>
<td>Other Reimbursable Expenses</td>
<td>16</td>
</tr>
<tr>
<td>Unallowable Expenses</td>
<td>17</td>
</tr>
<tr>
<td>Visa Travel Charge Card</td>
<td>17</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>17</td>
</tr>
<tr>
<td>Candidates</td>
<td>18</td>
</tr>
<tr>
<td>Contractors</td>
<td>18</td>
</tr>
<tr>
<td>Business Meals</td>
<td>18</td>
</tr>
<tr>
<td>Local Area Travel Expenses</td>
<td>19</td>
</tr>
<tr>
<td>Transportation in the local area</td>
<td>19</td>
</tr>
<tr>
<td>Lodging in the local area</td>
<td>19</td>
</tr>
<tr>
<td>Meals in the local area</td>
<td>20</td>
</tr>
<tr>
<td>Receipts</td>
<td>20</td>
</tr>
<tr>
<td>Reimbursement Vouchers</td>
<td>20</td>
</tr>
</tbody>
</table>

January 2016
George Mason University
Travel Policies and Procedures

DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS .................................................. 21
INTERNET USAGE ........................................................................................................ 22
INTERNATIONAL VISITORS ..................................................................................... 22
TRAVEL CONTACTS and WEB SITES ...................................................................... 23

APPENDICES

University Policy Number 2101, “Travel Authorization and Reimbursement Policies” .............................................. Appendix A
Electronic Commerce Policy - Security Requirements ................................................. Appendix B
Hotel Accommodations - Contracts in the Local Area ............................................... Appendix C
Enterprise Guide ........................................................................................................ Appendix D
TRS Quick Guide ....................................................................................................... Appendix E
TRS Getting Started and Establishing a Delegate ...................................................... Appendix F
TRS Candidate Travel ............................................................................................... Appendix G
INTRODUCTION

This guide has been prepared as a resource for individuals traveling on official business at George Mason University. Travelers should refer to the Travel Office page on the Fiscal Services web site at http://fiscal.gmu.edu before making any travel plans. The site contains the information found in this guide and is updated on a regular basis. The Commonwealth Accounting Policies and Procedures (CAPP) manual provides definitive guidance related to Commonwealth of Virginia regulations. Business travel expenses must be reasonable and necessary. The use of State funds to accommodate personal comfort, convenience or taste is not permitted. Travelers may contact the Travel Administrator at (703) 993-2623 or email travel@gmu.edu with questions.

Note: Policies, procedures and reimbursable amounts reflect Commonwealth of Virginia and George Mason University policy. Each unit, at the discretion of management, may require additional approvals and/or limit reimbursable amounts. These additional provisions must be applied uniformly to a class of employee (e.g., all employees or all faculty). For example, a unit may limit mileage reimbursement to overnight travel, limit meal reimbursement to actual expenses (up to the guideline amounts) or not reimburse passport issuance and renewal fees.

TRAVEL POLICY

University Policy Number 2101, “Travel Authorization and Reimbursement Policies,” provides for reimbursement of reasonable and necessary expenses incurred while traveling on University business. The full text of the policy is included as Appendix A of this manual, and is also available at the Fiscal Services web site at http://fiscal.gmu.edu. The following procedures have been developed to provide guidance to travelers when applying the policy to particular travel events.

TRAVEL REQUEST SYSTEM (TRS)

All Travel Authorizations and Reimbursements (except for team travel) must be processed through Mason’s electronic travel resource, the Travel Request System (TRS) https://travel.gmu.edu/. Mileage, per diem rates and lodging maximums are embedded in the system, and calculations are performed based on travel dates and location(s) entered. The TRS design includes a delegate feature in which a traveler, department chair or supervisor may designate a Mason staff member to complete electronic Travel Authorizations and Reimbursements on behalf of others. Additional information is available in Appendix F and at Getting Started. The TRS is independent of Banner Finance, and Travel Authorizations and Reimbursement requests require manual signatures before charges are processed. A Quick Guide is available in Appendix E and at TRS Quick Guide.
PRE-TRIP PLANNING AND COST ESTIMATES

The following items should be considered in planning a trip:

- Reason for travel
- Dates of travel
- Destination(s)
- Transportation method(s)
- Lodging requirements
- Registration fees
- Meals
- Other anticipated requirements and expenses

All travel costs must be estimated before the proposed trip is made. These estimates should include expenses to be billed directly to the University as well as expenses to be reimbursed to the traveler.

All travel requires advance approval.

All overnight travel
- that exceeds $500
- OR
- travel, at any dollar amount (more than, less than or equal to $500) that includes lodging costs over the basic rates

must be approved in writing, in advance, by the traveler’s first line supervisor. If the traveler or his/her supervisor does not have signature authority for the fund/organization being charged, a fiscal officer with signature authority for that fund/organization must also approve the travel.

Specific international travel requires additional approval.

International travel must be approved in writing, in advance, by the Office of Research Integrity and Assurance (ORIA) when travel is:

- To a comprehensively embargoed country (e.g., Cuba, Iran, North Korea, Sudan and Syria).

  OR

- To a militarily embargoed country such as China or Afghanistan (complete list of these countries available at: http://pmddtc.state.gov/embargoed_countries/index.html) for a traveler who works with International Traffic in Arms Regulations (ITAR) data.
Travelers are required to utilize the **George Mason University Travel Request System (TRS)** at [https://travel.gmu.edu](https://travel.gmu.edu) to generate a “Request and Authorization to Travel”. This form will include all cost estimates and will provide signature lines for required approvals.

**FORM AND LEVEL OF APPROVAL REQUIRED**

All travel must be approved in advance. The form and level of approval required vary with the nature and estimated cost of the trip, as specified below.

<table>
<thead>
<tr>
<th>Determining Factors</th>
<th>Form of Approval</th>
<th>Level of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost less than $500 AND Lodging at basic rate</td>
<td>Oral</td>
<td>First line supervisor</td>
</tr>
<tr>
<td>Total cost $500 or more OR Lodging above basic rate*</td>
<td>Written</td>
<td>First line supervisor AND Fund/Organization Approving Official</td>
</tr>
<tr>
<td>To a comprehensively embargoed country (e.g., Cuba, Iran, North Korea, Sudan and Syria) OR To a militarily embargoed country such as China or Afghanistan* for a traveler who works with data controlled by the International Traffic in Arms Regulations (ITAR)</td>
<td>Written</td>
<td>Traveler’s first line supervisor AND a fiscal officer with signature authority for the fund/organization being charged AND Office of Research Integrity and Assurance (ORIA)</td>
</tr>
<tr>
<td>Traveler is a nonimmigrant VISA holder</td>
<td>Written</td>
<td>Traveler’s first line supervisor AND a fiscal officer with signature authority for the fund/organization being charged if the traveler or supervisor does not have signature authority for that fund/organization AND International Tax office</td>
</tr>
</tbody>
</table>

*Overnight travel at any dollar amount (more than, less than or equal to $500) that includes lodging costs over the basic rates requires written approval in advance of the travel.*
For travel requiring written approval, the “Request and Authorization to Travel” (Travel Authorization) form must be signed prior to travel by the traveler’s first line supervisor and a fiscal officer with signature authority for the fund/organization being charged. If the traveler or his/her supervisor does not have signature authority for the fund/organization being charged, a fiscal officer with signature authority for that fund/organization must also approve the travel. The approved form must be retained by the department/unit and submitted to the Travel Office along with the receipts and Reimbursement Voucher after the trip has taken place.

OTHER ADVANCE APPROVALS

Some travel may require additional advance approval. A traveler requesting lodging exceptions up to 50% above the basic or standard rate must submit a Travel Authorization signed by his/her supervisor and a fiscal officer with signature authority for the fund/organization being charged if the traveler or supervisor does not have signature authority for that fund/organization in advance of the travel. An explanation of the justification for the higher rate must be attached.

Travelers requesting lodging at rates in excess of 150% of the basic or standard rates must obtain advance approval. Only the Comptroller of the Commonwealth or his/her designee (Assistant State Comptroller) may grant exceptions for expenses exceeding 50% over the guidelines.

Travel to destinations in the 48 contiguous United States involving more than three employees from the University traveling to the same event/conference requires advance written approval from a supervisor. Each traveler must submit a justification statement that is signed/approved by his/her supervisor explaining the circumstances. The signed justification statement should be submitted with the Travel Reimbursement Voucher.

Travel to an international destination as well as any destination outside the 48 contiguous United States including Alaska, Hawaii and U.S. Territories, involving more than three Mason employees (not applicable to students, including graduate research assistants and graduate teaching assistants) traveling to a single destination requires written approval in advance by Mason’s Agency Head or designee who will only consider requests that are processed through the Travel Office. The more than three employee limitation is applicable to the university not an individual department or college. Requests for an exception should be submitted well in advance of the planned travel.

Departments intending to invite residents of foreign countries to travel at the University’s expense must arrange with the International Tax Office (inttax@gmu.edu) before inviting the individual to travel or making any travel preparations on the visitor’s behalf.
DOLLAR LIMITATIONS ON CERTAIN TRAVEL COSTS

The Commonwealth of Virginia has established dollar limitations on certain categories of travel expenses, as indicated in this section. Travelers will not be reimbursed for amounts in excess of these limitations.

Lodging

Basic rates
Lodging may be reimbursed when an individual is traveling overnight on official business. Lodging expense reimbursement varies with the travel destination, but all expenditures must be necessary and reasonable. Lodging rates are governed by the U.S. General Services Administration (GSA). The listed rates assume single occupancy and exclude applicable taxes. Lodging taxes are reimbursable.


Additional information about the GSA rates is available at http://www.gsa.gov/portal/content/104877

Approval for lodging above basic rates
When circumstances warrant and lodging is expected to cost up to 150% of the established basic rate, a traveler’s supervisor and the appropriate fiscal officer with signature authority for the fund/organization being charged, may provide approval of the higher lodging rate by signing and dating the Travel Authorization in advance of the trip. Written justification for the higher cost lodging must be approved prior to travel in all cases, including those when the traveler is staying at the site of the conference he or she is attending, with a properly signed and dated Travel Authorization.

Example: The listing includes a basic rate of $99 per night for Columbia, South Carolina. Any per night hotel cost between $99.01 and $148.50 ($99 x 1.5), must be approved in writing by the supervisor prior to travel. An explanation of the circumstances justifying the lodging exception must be attached to the Travel Expense Reimbursement Voucher.

When traveling to areas where higher than standard rates are applicable, travelers are reminded to carefully check the actual location/address of the selected lodging before confirming the reservation. The Mason Travel Office is authorized to reimburse travelers for lodging costs based on the actual location of the lodging and not a nearby city. For example, travelers to the Boston area will be reimbursed at Boston rates only when the lodging is physically located in Boston, the city of Cambridge or Suffolk County. Reimbursement for lodging in nearby Brookline, located in Norfolk County, is at the standard lodging rate. In the San Francisco area, the higher lodging rate is in effect for San Francisco and San Francisco County only. Many hotels near the airport, such as the...
San Francisco Airport Marriott, are actually located in San Mateo County where lodging is reimbursed at a lower rate.

The following link may be useful to travelers to determine if a zip code is located in a county with higher lodging rates: http://www.naco.org/Counties/Pages/CitySearch.aspx

Travelers should check, request and confirm government rates both at the time reservations are made and during check-in.

**International rates**
The University uses federal government rates for international lodging and per diem rates for locations outside the 48 contiguous United States.

Rates for Alaska, Hawaii and U.S. Territories are available at http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

Rates for international destinations are available at https://aoprals.state.gov/web920/per_diem.asp

Reimbursement requests for international lodging, meals and incidental expenses must be accompanied by documentation of the maximum allowable rates during the period of travel for the applicable international location(s). The documentation may be in the form of a printout of the applicable page(s) from the online rate tables.

**Exceptions to maximum rates**
Occasionally, prevailing hotel rates exceed the maximum allowable reimbursement rates, despite reasonable efforts to locate alternatively priced accommodations. In these situations, only the Comptroller of the Commonwealth or his designee (Deputy State Comptroller) may grant exceptions to the established reimbursement rates for in-state, out-of-state, and foreign travel. The Comptroller will only consider requests submitted in advance of travel. Exception requests should document the circumstances of the request, and must be accompanied by a Travel Authorization signed by the traveler’s first line supervisor and a fiscal officer with signature authority for the fund/organization being charged. Exception requests and the accompanying approved Travel Authorizations must be submitted to the Travel Office at least 14 days prior to the trip. The documentation should be in the form of a single page memo that explains the circumstances and lists the rates and complete name and address including zip code for three hotels in the vicinity of the requested lodging. Hotel data printed from the internet should be attached, but the three hotels’ rate and location information must be summarized in the body of the exception request documentation memo.

**More than one person in a room**
Vouchers must be annotated to explain more than one person in a room. When two or more people are traveling on official state business and staying in the same hotel room, the allowable lodging rate will be the lodging rate allowed in the area they are staying, plus the cost charged by the hotel for any additional persons in the room. Documentation
from the hotel listing additional hotel charges for each additional person, per room must be provided. If the additional traveler is not a business traveler, only the single room rate may be claimed.

For non-luxury, conference hotels, lodging rates that are less than the standard rate lodging guidelines applicable to the travel destination multiplied by the number of official business travelers in the room may be authorized with advanced approval through the Travel Office.

**Internet charges**

Travelers are permitted to incur charges for use of the internet at hotels provided that internet access is necessary for business activity. To be reimbursed for internet charges, travelers must provide an explanation of the internet usage, such as checking and responding to email. The explanation may be written on the itemized hotel bill.

Internet charges to sponsored funds are allowable only when directly related to the specific grant or contract. As such, checking email could only be charged to a grant if email activity was limited to, and directly related to, a specific project. Internet-based research directly related to a sponsored project is allowable.

**Hotel bills**

An original itemized hotel bill must support lodging reimbursement requests. For hotel rooms obtained through internet providers, the traveler must submit the entire hardcopy receipt from the internet site showing total cost and confirmed services. No lodging reimbursement is authorized for informal lodging arrangements such as staying with friends, colleagues or relatives.

**Meals and incidental expenses in conjunction with an overnight trip**

**Per Diem Rates**

As with lodging, the Commonwealth of Virginia utilizes per diem rates for meals and incidental expenses that are governed by the U.S. General Services Administration (GSA) and listed in the last column of the rate table at [http://fiscal.gmu.edu/wp-content/uploads/2015/12/Oct-2015-PerDiemRates-Mason.pdf](http://fiscal.gmu.edu/wp-content/uploads/2015/12/Oct-2015-PerDiemRates-Mason.pdf). The meals and incidental expenses (IE) breakdown for the 48 contiguous United States is available at [www.gsa.gov/mie](http://www.gsa.gov/mie) and summarized below:

<table>
<thead>
<tr>
<th>Total</th>
<th>Continental Breakfast/Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$11</td>
<td>$12</td>
<td>$23</td>
<td>$5</td>
</tr>
<tr>
<td>$54</td>
<td>$12</td>
<td>$13</td>
<td>$24</td>
<td>$5</td>
</tr>
<tr>
<td>$59</td>
<td>$13</td>
<td>$15</td>
<td>$26</td>
<td>$5</td>
</tr>
<tr>
<td>$64</td>
<td>$15</td>
<td>$16</td>
<td>$28</td>
<td>$5</td>
</tr>
<tr>
<td>$69</td>
<td>$16</td>
<td>$17</td>
<td>$31</td>
<td>$5</td>
</tr>
<tr>
<td>$74</td>
<td>$17</td>
<td>$18</td>
<td>$34</td>
<td>$5</td>
</tr>
</tbody>
</table>
Per Diem rates include:
- meals, including taxes and tips
- transportation to where meals are taken
- personal telephone calls
- laundry expenses
- tips to baggage handlers
Because the per diem rate is intended to cover these items, they will not be reimbursed separately. Travelers are advised to budget their travel expenses accordingly.

**International per diem rates**
The University uses federal government travel ceilings for international lodging and per diem rates.


Rates for international destinations are available at [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

Contact the Travel Office for rates that apply to all other locations outside the United States. Reimbursement requests for international lodging, meals and incidental expenses must be accompanied by documentation of the maximum allowable rates during the period of travel for the applicable international location(s). The documentation may be in the form of a printout of the applicable page(s) from the online rate tables.

**Travel departure and return days**
On travel departure and return days, travelers receive 75% of the per diem allowance, regardless of the time of departure or return. The return day allowance is based on the rate at the location where the traveler spent the night prior to returning. The rates for the 48 contiguous United States are available at [www.gsa.gov/mie](http://www.gsa.gov/mie) and summarized below.

<table>
<thead>
<tr>
<th>Total</th>
<th>Travel Departure and Return Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$51</td>
<td>$38.25</td>
</tr>
<tr>
<td>$54</td>
<td>$40.50</td>
</tr>
<tr>
<td>$59</td>
<td>$44.25</td>
</tr>
<tr>
<td>$64</td>
<td>$48.00</td>
</tr>
<tr>
<td>$69</td>
<td>$51.75</td>
</tr>
<tr>
<td>$74</td>
<td>$55.50</td>
</tr>
</tbody>
</table>

**“No-cost” meals**
The per diem rate claimed must be reduced for all "no-cost" meals the traveler receives. “No cost” meals are those included in event registration fees. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler must deduct the per diem by the appropriate allowance amount. If a meal is offered as part of a conference and the traveler has medical restrictions, the
traveler should make every effort to have the conference facilitate his/her need by the deadline specified by the conference. If the conference does not honor the request, the traveler is not required to deduct the applicable meal allowance for the per diem. However, the traveler must include a note or other documentation with the Travel Reimbursement Voucher documenting this information. This note may be entered in the comments section in the TRS. Individual meal components are provided in the per diem rate tables and embedded in the TRS to assist travelers in calculating the deduction for these free meals.

**Transportation**

**Commercial air and rail carriers**

The travel policy provides for payment of commercial airfare or rail travel when traveling on University business. Generally, airline and rail travel cannot exceed the rates charged for tourist or coach class accommodations. Reimbursement for Acela service on Amtrak is prohibited. Some airlines have created a higher level of coach class services that charges a premium for certain preferable seats, priority boarding, advance seat selection and/or other amenities. Such upgrades in the coach seating area are considered enhancements to the coach fare and are not reimbursable. The traveler’s supervisor and a fiscal officer with signature authority for the fund/organization being charged may grant permission for business class air or rail travel under the following circumstances:

**Air**

(1) The business class fare does not cost more than the lowest available tourist/coach fare (comparison must be attached to the Travel Reimbursement), (2) The travel is to western Europe and the business meeting is conducted within three hours of landing, (3) The travel is for transoceanic, intercontinental trips of more than eight hours, or (4) The traveler pays the difference.

**Rail**

(1) The business class fare does not cost more than the lowest available tourist/coach fare (comparison must be attached to travel voucher), (2) Reserved coach seats are not offered on the route, or (3) the traveler pays the difference.

All tickets or receipts must indicate coach class fares unless appropriate documentation is obtained.

Reimbursement for first class travel is prohibited.

Travelers may use the following options when making air travel arrangements.

**Airline Fees**

Some airlines charge additional fees for services, such as checked baggage, previously included in the ticket price. When planning a trip, travelers should be aware of these fees and associated limitations, and consider the total cost when selecting the most appropriate carrier. These fees are reimbursable with a receipt.
when limits must be exceeded for legitimate business purposes. For example, checked baggage with the hockey team’s equipment will generally exceed limitations. Written justification must be provided when requesting reimbursement for two or more checked bags.

**Fly America Act**
When federal funds are used, provisions of the Fly America Act are applicable and international travel is restricted to a U.S. air carrier unless extenuating circumstances apply and are approved in advance by the Office of Sponsored Programs. Additional information is available at [Fly America Act](#).

**Covington Travel**
Travelers may contact Covington Travel in Richmond at 804-747-7077 or 888-747-7077 between the hours of 8:00 a.m. and 8:00 p.m. for airline reservations. Covington Travel provides the option to conduct bookings through an online travel portal. The traveler will provide payment to Covington Travel. Options include the Purchasing Charge Card (VISA/P-Card), the VISA Travel Charge Card or a personal credit card. Covington Travel can direct bill airfare in excess of $2,000 to a centralized Mason Travel Card. A fee will be added to the cost of each airline ticket purchased. Covington Travel may also be contacted for domestic and international lodging and rental car reservations.

**Uniglobe Ulti-Max Travel**
Travelers may contact Uniglobe Ulti-Max Travel in Herndon at 703-707-0200 or 866-629-8728 between the hours of 9:00 a.m. and 6:00 p.m. for airline reservations. The traveler will provide payment to Uniglobe Ulti-Max Travel. Options include the Purchasing Charge Card (VISA/P-Card), the VISA Travel Charge Card or a personal credit card. A fee will be added to the cost of each airline ticket purchased. Uniglobe Ulti-Max Travel may also be contacted for lodging and rental car reservations.

**Other Travel Providers**
Travelers are permitted to make travel arrangements using any travel agency, ticket provider or online service. When procuring services via the Internet, the traveler must submit documentation that validates cost as well as the mode and class of travel. The confirmation document (all pages) generated at the end of the reservation process showing total cost and class of service should be printed and attached to the Travel Reimbursement Voucher. When a paper ticket is issued, the passenger receipt (ticket stub) should be submitted.

**Payment Methods**
The following payment options are available for purchasing airline and rail tickets:
Use of the Purchasing Charge Card (P-Card). An authorized P-Card holder may purchase common carrier (air and rail) tickets for the cardholder or other individuals within his/her department who are authorized to travel. The cardholder must retain the original purchase receipt and a copy of the Travel Authorization signed by the traveler’s supervisor and fiscal officer (if required). Mason will be billed directly for all P-Card charges. Contact Purchasing at extension 3-2580 for information about obtaining and using this card.

**NOTE:** The state’s “Electronic Commerce Policy” imposes certain security requirements that must be met before using the P-Card over the Internet. The “Security Requirements” are included at Appendix B of this manual.

Use of the Travel Charge Card. The traveler must submit an original ticket receipt and evidence of payment with the travel voucher when the Travel Charge Card is used. Note that each cardholder is responsible for payment of charges made on this card. Please use this option carefully; traveler will only be reimbursed after the trip, regardless of how far in advance the airline tickets are purchased.

Contact the Travel Office at extension 3-2623 for information about the Travel Charge Card.

Use of a personal credit card. The traveler must submit an original ticket receipt and evidence of payment with the travel voucher when a personal credit card is used. Please use this option carefully; traveler will only be reimbursed after his/her trip, regardless of how far in advance the airline tickets are purchased.

**NOTE:** If the trip is canceled after airline tickets have been purchased, the traveler may be reimbursed with his/her supervisor’s approval. The approval must include a statement by the supervisor that he/she agrees to monitor future use of the ticket.

Motor Pool vehicles
A traveler may also utilize a University Motor Pool vehicle for approved University activities. A Motor Pool Vehicle Request form should be submitted at least three days in advance of the proposed travel date and is available at Motor Pool Request Form. Costs are charged directly to the user’s fund or organization.

Enterprise Rental vehicles
The Virginia Office of Fleet Management Services has partnered with Enterprise Rent-a-Car to provide short term rental cars for state agencies. All vehicle reservations must be made at least 24 hours in advance of the anticipated pick-up of the vehicle. Travelers are required to access the Enterprise Trip Calculator at Trip Calculator when planning a trip that involves traveling more than 200 miles per day. In most cases a traveler will be reimbursed for the cost of an Enterprise rental vehicle and gas OR mileage at the fleet.
rate. An Enterprise Guide provides details and is available in Appendix D and at Enterprise Guide.

### Reimbursement When Mileage Exceeds 200 Miles Per Day

<table>
<thead>
<tr>
<th>Vehicle Driven</th>
<th>Trip Calculator: Enterprise Lower Cost*</th>
<th>Enterprise Vehicle Available</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise</td>
<td>Yes</td>
<td>Yes</td>
<td>Rental and gas</td>
</tr>
<tr>
<td>Personal</td>
<td>Yes</td>
<td>Yes</td>
<td>Mileage @ fleet rate</td>
</tr>
<tr>
<td>Personal</td>
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<td>No**</td>
<td>Mileage @ personal rate</td>
</tr>
<tr>
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<td>No</td>
<td>N/A</td>
<td>Mileage @ personal rate</td>
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<tr>
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<td>Calculator not attached</td>
<td>N/A</td>
<td>Mileage @ fleet rate</td>
</tr>
<tr>
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<td>N/A</td>
<td>$0 (recharge to Dept.)</td>
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*At least 24 hours before a trip, the Enterprise Trip Calculator should be accessed at Trip Calculator. Cost Comparison page must be printed and attached to the Travel Reimbursement Voucher.

**Page indicating vehicle not available on specific date(s) must be printed and attached to the Travel Reimbursement Voucher.

The number of days to be entered in the calculator will be the number of 24-hour car rental days necessary for the trip. If the Enterprise location is open Monday-Friday from 7:30 a.m. to 6 p.m., it may be necessary to pick up or return a car a day before and/or after the trip.

The Enterprise agreement also offers a 10% discount on airport rentals and a 5% discount on non-airport rentals outside of Virginia when traveling on University business. Reservations should be completed at Enterprise’s George Mason link Enterprise Reservations by selecting “Business Use – All Locations.”
Adjustments to Enterprise Calculator

Since the Enterprise calculator, an Excel document is “protected” at the state level, Mason users are not permitted to make electronic changes to rates or calculations. Thus in some circumstances, it may be necessary to make written changes to the amounts generated by the calculator for purposes of determining the lowest cost transportation.

In the following situations, the Enterprise calculator should be printed and an adjustment should be written on the Lowest Cost Transportation line of the calculator page.

-A minivan is required. In some situations the number of travelers or equipment being transported dictates the use of a minivan. In those cases, after printing the Enterprise calculator, the amount displayed in the Enterprise Vehicle box should be doubled and that doubled amount written on the Lowest Cost Transportation line with the notation “minivan required” and the reason for using the minivan.

-The proposed driver is younger than age 21. The Enterprise contract requires that the driver be 21 years of age or older. If the traveler is under 21, write “driver is younger than age 21” on the Lowest Cost Transportation line. Reimbursement will be at the personal mileage rate.

-A trip originates where state contract rates are not available. If a traveler will begin a trip in a location other than Virginia, Maryland or the District of Columbia where state contract rates are available, the amount displayed in the Enterprise Vehicle box should be crossed out and replaced with the Total Estimated Charges for a compact or intermediate car at the rental location. The Enterprise page displaying that rental information (please see example below) should be printed and attached to the calculator.
Personal vehicle
Travelers may be reimbursed for use of a personal vehicle while traveling on University business. Since the state requires that travel be conducted in the most economical manner, total reimbursement for vehicle use, lodging, and meals and incidental expenses may not exceed the alternative cost of travel by the most economical air routing.

Mileage Rates
An employee will normally be reimbursed at the fleet rate, currently $0.246 per mile, when he/she drives a personal vehicle more than 200 miles per day for business related travel.

Travelers may be reimbursed at the personal mileage rate, currently $0.54 per mile, in the following situations:

- The mileage does not exceed 200 miles per day.
- The mileage per day is more than 200 miles, but the cost of a personal vehicle is less than the cost of an Enterprise vehicle. The traveler must attach the Enterprise Trip Calculator Form to the Travel Reimbursement Voucher.
- An Enterprise rental vehicle is not available. The traveler must print a copy of the Enterprise page indicating vehicle is sold out for the day(s) requested and attach it to the Travel Reimbursement Voucher.
- The proposed driver is younger than 21 years of age.

As an additional option, George Mason University motor pool vehicles may be obtained from the Motor Pool Dispatcher. The cost of using a motor pool vehicle will be charged back to the department.

Commuting mileage
Round-trip mileage traveled routinely and directly by an employee between his residence and work place incurred on a workday is considered commuting mileage. Commuting mileage and other commuting costs incurred on workdays are considered personal expenses and are not reimbursable.
Other rental vehicles
Reimbursement may be made for rental of an economy or mid-size class vehicle when circumstances warrant. Luxury vehicle rentals will not be reimbursed. No reimbursement is authorized for vehicle rentals from non-traditional sources or for informal vehicle rentals from friends, colleagues or relatives.

Insurance on rental vehicles
Employees: The Commonwealth provides a statewide self-insured plan for employees. Therefore, employees will not be reimbursed for rental car insurance for locations within the United States, and employees should decline liability damage waiver (LDW) and collision damage waiver (CDW) insurance for travel within the United States. Other forms of insurance such as personal accident insurance (PAI) are also not reimbursable.

Non-employees: A traveler who is not a state employee should determine whether his/her personal automobile insurance provides coverage on rental vehicles. Reimbursement for insurance charges will only be made for those individuals without such coverage.

International Travel: All travelers in international countries must purchase appropriate insurance and will be reimbursed for all reasonable, necessary and actual insurance premiums.

Gasoline charges
Reimbursement for fuel is limited to prices at customary, competitive outlets. In no instance should the traveler enter into a “Fuel Agreement” or pay for fuel in advance when renting a vehicle. No instance includes situations where the fuel agreement per gallon fuel cost is less than prevailing per gallon rates.

Parking fees and toll charges
Reimbursement is provided for parking fees and toll charges incurred. Parking at airports is limited to the most economical rate.

Taxi and shuttle van fare
Reimbursement is provided for taxi and shuttle van fares between airports or other transportation terminals and hotels or other lodging facilities. Receipts are required when the reimbursement claim exceeds $75. A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost separate from Meals and Incidental Expenses. The amount of the tip should be separated from the fare on the Travel Reimbursement Voucher.
SPONSORED PROJECTS

The dollar limitations described above also apply to travel conducted in support of grants and contracts sponsored by outside agencies unless the underlying grant or contract specifically provides different reimbursement policies or rates. Authorizations and vouchers applying this exception must contain a statement to this effect signed by the Principal Investigator and the Director of the Office of Sponsored Programs. Principal Investigators (PIs) and unit administrators should review award budgets and travel restrictions to ensure travel costs charged to sponsored funding are allowable.

Additionally, when federal funds are used, provisions of the Fly America Act are applicable and foreign travel is restricted to a U.S. air carrier unless extenuating circumstances apply and are approved in advance by the Office of Sponsored Programs. Exceptions may be made when using a U.S. air carrier rather than a foreign carrier would: 1) increase the number of aircraft changes made en route by two or more, 2) extend the travel time by six hours or more, or 3) require a connecting time of four hours or more at an overseas interchange point. Cost is not considered a reason for exception under this federal regulation, and travelers will not be reimbursed for any transportation cost of which there is improper use of a foreign air carrier. Travelers are required to indicate the name of the air carrier for international travel when federal funds are charged.

Questions regarding travel to be charged to sponsored projects should be directed to the Office of Sponsored Programs at ext. 3-4806.

OTHER REIMBURSABLE EXPENSES

Other expenses that may be reimbursed include:

1. Business telephone calls
2. Facsimiles
3. Data transmission charges
4. Passport and visa expenses, vaccination fees, airport fees
5. Registration fees
6. Internet charges

Business phone calls, facsimiles and data transmission charges must be supported by documentation that includes the date, points and parties involved, the business purpose of the call, and the charges incurred. Travelers are permitted to incur charges for use of the internet at hotels, airports or other locations provided that internet access is necessary for business activity. To be reimbursed for internet charges, travelers must provide an explanation of the internet usage, such as checking and responding to email. The explanation may be written on the itemized hotel bill or internet provider receipt. Internet charges to sponsored funds are allowable only when directly related to the specific grant or contract. As such, checking email could only be charged to a grant if email activity was limited to, and directly related to, a specific project. Internet-based research directly related to a sponsored project is allowable.
UNALLOWABLE EXPENSES

The following is a list of common expenses that are not reimbursable. *It is not all-inclusive.*

1. Lost or stolen articles
2. Alcoholic beverages
3. Excessive meal and lodging charges
4. Personal telephone calls *
5. Personal laundry expenses *
6. Damage to personal vehicles, clothing or other items
7. Expenses related to personal negligence of the traveler, such as fines
8. Services to gain entry to locked vehicles
9. Towing charges
10. Insurance associated with rental cars in the United States
11. Luxury vehicle rentals
12. Excessive parking and gasoline charges
13. University parking fees
14. Movies charged to hotel/motel bills
15. Expenses for children, spouses and other non-business companions
16. Local commuting expenses
17. Service fees and tips (e.g., to baggage handlers) *
18. Travel between lodging and places where meals may be taken
19. Travel insurance (personal injury or loss, trip interruption/cancellation, etc.)

* These expenses are covered by the incidental portion of the per diem payment.

VISA TRAVEL CHARGE CARD

The University does not make travel advances. Instead, individuals traveling two or more times per year are authorized to obtain a Travel Charge Card. Cardholders are responsible for payment of monthly statements. Travel expenses charged to the Travel Charge Card will not be reimbursed until after the trip has taken place. Contact the Travel Office for additional information about the Travel Charge Card.

REGISTRATION FEES

Many organizations accept the P-Card to pay registration fees. Travelers may also request prepayment of registration fees directly to the sponsoring organization by submitting a “Payment Request” form to Accounts Payable. Travelers may also be reimbursed for registration fees they pay using personal funds. State rules prohibit payments made more than 90 days prior to the event.
CANDIDATES

A department hosting a candidate to be interviewed for a University position is encouraged to arrange for the candidate’s transportation and lodging to be billed directly to the University. Direct billing for transportation is available by using the P-Card or by using Covington Travel or Uniglobe Ulti-Max Travel's reservation and ticketing service by phone.

Direct billing for the candidate’s lodging is also available. The Purchasing Department has negotiated contracts with several hotels in the local area. Sponsoring departments are encouraged to make guest lodging arrangements with one of these hotels to obtain favorable rates and direct billing to the University. The list of hotel accommodations is available at the Fiscal Services web site at http://fiscal.gmu.edu. Click on Travel Office, then Local Hotels in the Resources column. The current list is also included in Appendix C to this manual and can be obtained from Purchasing at 3-2580.

Candidates may also make their own transportation and lodging arrangements. Instructions and information for candidates and their hosting departments are presented at Candidate Information from the Travel Office page of the Fiscal Services website. Reimbursement will be made after the trip has occurred. Candidates should be reminded that receipts for expenses over $75 are required for reimbursement. When a candidate purchases airline tickets via the internet, he/she should submit the confirmation document generated at the end of the on-line reservation process that confirms the cost of the flight as well as the class of service.

CONTRACTORS

Guest lecturers, consultants, vendors and other contractors are not normally reimbursed for their travel expenses. Instead, their travel costs should be included in their contracts or honoraria. In situations that require separate payment of a contractor’s travel expenses, all requirements and limitations of the travel policy apply. Departments should be aware that direct reimbursement of travel expenses is one of the factors leading to classification of an individual as an employee rather than a contractor. All payments to contractors must be supported by an “Employee/Independent Contractor Evaluation Form” and a substitute W-9 form. Both forms are available from the Accounts Payable Department and from the Fiscal Services web site at http://fiscal.gmu.edu.

BUSINESS MEALS

Business meals occurring in the local area or during overnight travel may be reimbursed if the conditions for business meals established in University Policy Number 2102, “Food and Beverages Expenditures” are satisfied. Non-GMU guests must be present at the meal and bona fide business discussions must take place. Reimbursement for business meals occurring during overnight travel will be limited to the cost of the guest’s meal only; the traveler/host will receive the normal per diem payment for the trip location.
Reimbursement for food and beverages purchased during business meals requires a “Food and Beverages Authorization” form. For the full text of the Policy on Food and Beverages Expenditures, and the Food and Beverages Authorization forms, go to the Fiscal Services web site at http://fiscal.gmu.edu.

Reimbursement requests must be accompanied by an original itemized receipt. If an itemized receipt is not available, the request must include a certification that no alcoholic beverages were consumed at the meal. State rules prohibit use of state funds for alcoholic beverages.

LOCAL AREA TRAVEL EXPENSES

Transportation in the local area

Non-commuting travel expenses may be reimbursed when individuals must travel in the local area on official business. This includes trips between University campuses or to other locations in the vicinity to attend meetings or training classes, to deliver paperwork, etc. Travel may be by personal vehicle or local common carrier (e.g., metro, bus, etc.) For travel between GMU campuses by personal vehicle, a table of mileage distances and reimbursement amounts to be claimed is available at the Travel Office page at the Fiscal Services web site at http://fiscal.gmu.edu. Commercial parking fees and toll charges may also be reimbursed. Charges to park on University property (i.e., University decals, passes and parking meters) are not reimbursable. Normal commuting mileage is not reimbursable; only the net additional mileage may be claimed.

Example: An employee, whose normal work location is the Fairfax campus, has a normal round trip commute of 20 miles. On a scheduled workday she travels 30 miles from her residence to the Prince William campus to conduct training. The training concludes at 10:00 a.m., when the employee travels 20 miles from Prince William to her office in Fairfax. The employee travels 6 miles round trip for lunch and returns to work. In the afternoon she travels 15 miles to the Arlington campus for a meeting, after which she travels 12 miles to her residence. The total distance traveled is 83 miles (30+20+6+15+12). The total reimbursable mileage is 57 miles (83-26) to exclude normal commuting (20 miles) and personal (6 miles) mileage.

Lodging in the local area

An employee may not be reimbursed for lodging within 25 miles of his/her work place, office or home.

In addition, local area lodging may be paid for guests of the University such as candidates or speakers. The Purchasing Office has negotiated contracts with several hotels in the local area. Sponsoring departments are encouraged to make guest lodging arrangements with one of these hotels to obtain favorable rates and direct billing to the University. The list of hotels in the local area is available online on the Fiscal Services web site at
http://fiscal.gmu.edu. Click on Travel Office, then Learn About Lodging, then Lodging in the Local Area. The list is also included in Appendix C of this manual and can be obtained from Purchasing at 3-2580

**Meals in the local area**

Generally, meal expenses must involve an overnight stay to qualify for reimbursement. An individual who is not in a travel status may be eligible for meal reimbursement if he/she participates in a business meal. Please see Business Meals above.

**RECEIPTS**

Travelers are required to obtain original receipts for all expenses in excess of $75, except for meals and incidental expenses reimbursed on a per diem basis. Lodging reimbursement requests must be supported by an original itemized hotel bill. Hotel ledger receipts may be used to annotate business telephone calls, facsimiles, and data transmission charges. The annotation should include points and parties involved.

Other receipts that may be required include the following:
1. Airline ticket receipts and credit card statements
2. Airline checked baggage receipts
3. Public transportation receipts—taxi, limo, etc.
4. Rental car, including gasoline receipts
5. Parking and toll charges
6. Business meals with outside parties
7. Registration fees paid by traveler
8. Internet access receipts

**REIMBURSEMENT VOUCHERS**

Travelers are required to utilize the George Mason University Travel Request System at https://travel.gmu.edu/ to process all Travel Reimbursement Vouchers. For previously authorized trips, the traveler will enter actual amounts to replace cost estimates where appropriate. Travelers may also initiate reimbursement requests in the TRS for standard overnight trips costing less than $500 or trips that include mileage or transportation only.

Travelers are responsible for presenting legitimate and complete vouchers to the Travel Office, as well as the previously approved authorization form. Required receipts must be attached to the voucher to support reimbursement claims.

Employees must submit their vouchers to their supervisors and a fiscal officer with signature authority for the fund/organization being charged within five days of their return. Travelers who make multiple short trips may consolidate them into one monthly voucher. Supervisors have three work days to approve and sign vouchers, and forward them to the Travel Office for payment.
DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS

Employees are encouraged to receive direct deposits of travel reimbursements. To establish a direct deposit bank account (Accounts Payable Deposit) in Banner Self-Serve (Patriot Web) for receipt of travel and other reimbursement payments:

1. Log into Patriot Web with Mason Net ID and password
2. Select Employee Services
3. Select Pay Information
4. Select Direct Deposit Allocation
5. Select Update Direct Deposit Allocation (bottom of page)
6. Please read the Accounts Payable Deposit instructions under the heading “Travel and Other Reimbursements…”
7. In the Add Allocation section, provide bank information including routing number and account number to be used for Accounts Payable reimbursements. This may be the same bank account as the Payroll Allocation account or a different bank account
8. Select Accounts Payable Deposit check box
9. Do NOT check the Payroll Deposit box
10. Email confirmation of direct deposit change will be sent to employee.

Note: An employee may have only one Accounts Payable Deposit bank account. To change an existing Accounts Payable Deposit, you must first inactivate the existing account and then follow the steps above to enter the new bank information.

An employee will be notified via email when a reimbursement is scheduled to post to his/her bank account. An employee may also access the Payment Inquiry Portal to check reimbursement status. Travelers not participating in direct deposit will receive reimbursement checks by mail at their home address on record.
INTERNET USAGE

Procurement of travel services through the Internet is permitted. Travelers should use caution and prudent judgment when choosing an Internet travel service site. Hidden fees, significant prepayments or nonrefundable advances may apply that may not be reimbursable. When paying for services via the Internet the following methods may be used:

- Travel Credit Card—may be used for all types of purchases (i.e., hotel, transportation)
- Small Purchase Credit Card—may be used for transportation tickets only
- Personal Credit Card

When travel services are procured via the Internet, the following supplemental documents must be submitted with the Travel Expense Reimbursement Voucher:

- All pages of the confirmation document generated when internet reservation is complete showing total cost and class of service (e.g., coach, business class) for electronic tickets.
- Passenger receipt (ticket stub) when paper ticket is issued.

INTERNATIONAL VISITORS

Departments are encouraged to contact the International Tax Office in Fiscal Services when foreign nationals (non-US citizens) visit the university. The visitor’s nonimmigrant visa type will determine whether the traveler is eligible for travel reimbursement. If possible, the visitor should schedule an in-person meeting with the International Tax Office so the coordinator can analyze the visitor’s tax status and prepare the appropriate tax documents. For more information, see International Tax Office.
## TRAVEL CONTACTS and WEB SITES

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<tr>
<th>Unit</th>
<th>Email</th>
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<tr>
<td>Covington Travel</td>
<td>PH: 804-474-7077</td>
<td>3-2969</td>
<td>MS 4B2</td>
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<td></td>
<td>PH: 888-747-7077</td>
<td>3-5223</td>
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<td>International Tax Office</td>
<td><a href="mailto:inttax@gmu.edu">inttax@gmu.edu</a></td>
<td>3-2970</td>
<td>MS 4C3</td>
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<td>Office of International Programs</td>
<td><a href="mailto:oips@gmu.edu">oips@gmu.edu</a></td>
<td>3-4806</td>
<td>MS 4C6</td>
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<td>and Services</td>
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<tr>
<td>Purchasing Charge Card</td>
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<td>3-2580</td>
<td>MS 3C5</td>
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<td>Training Office</td>
<td><a href="mailto:Hstrange@gmu.edu">Hstrange@gmu.edu</a></td>
<td>3-2089</td>
<td>MS 4B2</td>
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<tr>
<td>Travel Office</td>
<td><a href="mailto:travel@gmu.edu">travel@gmu.edu</a></td>
<td>3-2580</td>
<td>MS 3G6</td>
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<tr>
<td>Uniglobe Ulti-max Travel</td>
<td>PH: 703-707-0200</td>
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### Travel-related Websites

<table>
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<tr>
<td>Fiscal Services</td>
<td><a href="http://fiscal.gmu.edu/">http://fiscal.gmu.edu/</a></td>
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<tr>
<td>Travel Office</td>
<td></td>
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<td>International Destinations</td>
<td><a href="https://aoprals.state.gov/web920/per_diem.asp">https://aoprals.state.gov/web920/per_diem.asp</a></td>
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<tr>
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<td><a href="https://travel.gmu.edu">https://travel.gmu.edu</a></td>
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<tr>
<td>U.S. State Department Travel Warnings</td>
<td><a href="https://travel.state.gov/content/passports/en/alertswarnings.html">https://travel.state.gov/content/passports/en/alertswarnings.html</a></td>
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</table>
Travel Authorization and Reimbursement

University Policy Number 2101

Categorized: Financial

Responsible Office: Fiscal Services

Policy Procedure:

- Detailed procedures for University Travel are available on the Fiscal Services website.

Related Law & Policy:

- Policy 2102: Food and Beverage Expenditures

I. Scope

The policies provided herein apply to all George Mason University organizations, faculty, staff, students and all other organizations and individuals that intend to travel at University expense.

II. Policy Statement

This administrative policy implements the Commonwealth of Virginia’s travel regulations. To be reimbursable, the Commonwealth requires that the travel be performed in the most economical manner consistent with mission requirements; that all expenses be incurred while in a travel status; that the expenses be reasonable, necessary and (except for meal and incidental expense per diem) actual; and that they not exceed the limitations imposed by the Commonwealth or the University. Travel expenditures are open to public review. Individuals are expected to exercise prudent judgment in performing travel. Travelers are required to present receipts for all expenses in excess of $20, except for meals and incidental expenses reimbursed on a per diem basis.

III. Responsibilities

Travelers have the responsibility to perform their travel duties in conformity with the provisions of this policy, and to present vouchers that are legitimate and complete to support their travel reimbursement claims. Principal Investigators (PIs) and Unit Administrators have the responsibility to review award budgets and travel restrictions when sponsored research funds are charged to January 2016
ensure travel costs charged to sponsored funding are allowable. *Supervisors and fiscal officers with signature authority for a university fund or organization* have the responsibility to review and monitor all travel expenses that they approve. Such approval will certify that the travel was necessary and the expenses were incurred while on official business of the University.

*The Office of Research Integrity and Assurance (ORIA)* has the responsibility to review and approve in advance international travel:

- To a comprehensively embargoed country (e.g., Cuba, Iran, North Korea, Sudan and Syria).
- To a militarily embargoed country (list of these countries available at: [http://pmddtc.state.gov/embargoed_countries/index.html](http://pmddtc.state.gov/embargoed_countries/index.html)) for a traveler who works with data controlled by the International Traffic in Arms Regulations (ITAR).

*The Director of Purchasing and Accounts Payable* has the responsibility to administer and oversee the provisions of this policy, and to provide guidance to travelers through the Travel Office.

**IV. Pre-trip Planning**

**A. Cost Estimating and Approval** Travel costs must be estimated in writing before the proposed trip is made for 1) overnight travel where costs exceed $500 or 2) travel where lodging costs exceed the basic rates. All travel must be approved in advance. The form and level of approval required depend on the nature and estimated cost of the trip, as described in this section of the policy. The University President’s travel with no requests for exceptions may be approved by the Chief of Staff or the Senior Vice President. Exception requests for the President’s domestic travel may be approved by the Rector of the Board of Visitors. Exception requests for the President’s international travel must be approved by the Secretary of Education. Approval for the travel of non-immigrant visa holders must be obtained prior to the trip from the University’s International Tax Department.

1. **Travel Requiring Written Approval**

All overnight travel that exceeds $500 or travel where lodging costs exceed the basic rates (see V.B. below) must be approved in writing in advance by the traveler’s first line supervisor and a fiscal officer with signature authority for the fund/organization being charged if the traveler or supervisor does not have signature authority for that fund/organization. In unusual situations where the proposed lodging costs are more than 50% over the basic rate, an exception that requires an additional approval process may be granted. Only the Comptroller of the Commonwealth or his or her designee (Assistant State Comptroller) may grant exceptions. (see V.D. below).

Officials may neither authorize their own travel nor approve their own reimbursement vouchers.

2. **International Travel Requiring Additional Written Approval**

International travel must be approved in writing in advance by the Office of Research Integrity and Assurance (ORIA) when travel is:

January 2016
To a comprehensively embargoed country (e.g., Cuba, Iran, North Korea, Sudan and Syria).
To a militarily embargoed country (list of these countries available at: http://pmddtc.state.gov/embargoed_countries/index.html) for a traveler who works with data controlled by the International Traffic in Arms Regulations (ITAR).

3. Travel Requiring Oral Approval

Travel costing less than $500 and travel where lodging does not exceed basic rates (see V. below) may be authorized orally by first line supervisors.

B. Special Accommodations

The University complies with the Americans with Disabilities Act. Travelers requiring special accommodations because of physical or other handicap must be certified by the Affirmative Action/EEO Office prior to making trip arrangements.

C. Travel Charge Card

The University does not make travel advances. Instead, individuals are authorized to obtain a Travel Charge Card. Applications may be obtained from the Travel Office.

V. Lodging

A. Basic Rates

The State publishes maximum reimbursable lodging rates for specific cities within the U.S. as well as basic rates for Virginia and out-of-state lodging when a particular city is not listed. The rates are updated periodically by the state. Lodging taxes are fully reimbursable. Reimbursement for lodging in excess of the maximum rates will be limited to the maximum amount allowed, and lodging taxes on these excessive rates will be reimbursed on a prorated basis. Current rates may be obtained from the Travel Office link at the Fiscal Services website. The rates listed are single room rates excluding applicable taxes.

B. Approval for Lodging Above the Basic Rates

When circumstances warrant, supervisors may approve, in advance, reimbursement for lodging up to 150% of the established basic rates. Written justification for the excess lodging must be provided, in all cases including those when the traveler is staying at the site of the conference he or she is attending. Example: The state listing includes a basic rate of $102 per night for Richmond (City Limits), Virginia. Any per night hotel cost exceeding $102, up to $153 must be approved in writing by the supervisor prior to travel. An explanation of the circumstances justifying the lodging exception must be attached to the Travel Expense Reimbursement Voucher.

C. International Rates

January 2016
The University uses federal government travel ceilings for international lodging and per diem rates. See the U.S. Department of State website for rates that apply to international locations. See the GSA web page for rates that apply to locations outside the 48 contiguous United States including Alaska, Hawaii and U.S. Territories such as Puerto Rico only. Reimbursement requests for foreign lodging, meals and incidental expenses must be accompanied by documentation of the maximum allowable rates.

D. Exceptions to Maximum Rates

Occasionally, prevailing hotel rates exceed the maximum allowable reimbursement rates, despite reasonable efforts to locate alternatively priced accommodations. In these situations, the Comptroller of the Commonwealth may grant exceptions to the established reimbursement rates for in-state, out-of-state, and foreign travel. The Comptroller will only consider requests submitted by the University Controller in advance of travel. Exception requests should document the circumstances of the request and must be accompanied by a travel authorization signed by the traveler’s supervisor and a fiscal officer with signature authority for the fund/organization being charged if the traveler or supervisor does not have signature authority for that fund/organization. Requests must be submitted to the Travel Office at least 14 days prior to the trip.

E. More Than One Person in a Room

Vouchers must be annotated to explain more than one person in a room. When two or more people are traveling on official state business and staying in the same hotel room, the allowable lodging rate will be the lodging rate allowed in the area they are staying, plus the cost charged by the hotel for any additional persons in the room. Documentation from the hotel listing additional hotel charges for each additional person, per room must be provided. If the additional traveler is not a business traveler, only the single room rate may be claimed.

For non-luxury, conference hotels, lodging rates that are less than the standard rate lodging guidelines applicable to the travel destination multiplied by the number of official business travelers in the room may be authorized.

F. Hotel Bills

An original itemized hotel bill must support lodging reimbursement requests.

VI. Meals and Incidental Expenses in Conjunction With an Overnight Trip

A. Per Diem Rates

Generally, travelers are paid on a per diem basis for meals and certain incidental travel expenses rather than being reimbursed for actual expenses. As with lodging, the Commonwealth has established basic and city-specific maximum per diem rates for meals and incidental expenses. Current rates within the U.S. can be obtained from the Travel Office link at the Fiscal Services.
Travel Policies and Procedures

APPENDIX A

The incidental portion of the per diem is intended to cover such items as transportation to restaurants, personal telephone calls, laundry, and tips to baggage handlers and taxi drivers.

B. Foreign Per Diem Rates

The University uses federal government travel ceilings for foreign lodging and per diem rates. See the U.S Department of State website for rates that apply to locations outside the United States. Reimbursement requests for foreign lodging, meals and incidental expenses must be accompanied by documentation of the maximum allowable rates during the period of travel for the applicable foreign location(s).

C. Travel Departure and Return Days

On travel departure and return days, travelers receive 75% of the per diem meal allowance and 100% of the per diem incidental allowance, regardless of the time of departure or return. The return day allowance is based on the rate at the location where the traveler spent the night prior to returning to the home base.

D. “No-cost” Meals

The per diem rate claimed must be reduced for all “no-cost” meals the traveler receives. This includes meals included in event registration fees. If a continental breakfast or reception is offered as part of the travel event and the food/timing is sufficient to serve as a meal, the traveler should reduce the per diem by the appropriate allowance. Individual meal components are provided in the per diem rate tables.

VII. Transportation

A. Commercial Air Carrier

Generally, airline travel cannot exceed the lowest rates charged for nonrefundable tourist/coach fare with a reasonable number of stops given the distance traveled. Justification is required for purchase of refundable tickets. Some airlines have created a higher level of coach class services that charges a premium for certain preferable seats, priority boarding, advance seat selection and/or other amenities. Such upgrades in the coach seating area are considered enhancements to the coach fare and are not reimbursable. When federal funds are used, provisions of the Fly America Act are applicable and foreign travel is restricted to a U.S. air carrier unless extenuating circumstances apply and are approved in advance by the Office of Sponsored Programs. See the Compliance section of the Office of Sponsored Programs website. Travelers should use the Purchasing Charge Card (P-Card) to purchase airline and rail tickets. Appropriate documentation must be retained for three years by the cardholder (10 years for charges to a sponsored fund). Alternatively, a traveler may purchase airline tickets using his/her Travel Charge Card or a personal credit card; however, reimbursement will not be made until after the travel has taken place. Documentation that validates the mode and class of travel is required for all air and rail reimbursements. When procuring airline tickets,
tickets or other travel services using the Internet, specific documentation is required. See section XI. Rates for airline tickets typically may not exceed coach class. Supervisors may approve business class travel under the following circumstances:

a. The business class fare does not cost more than the lowest available tourist/coach fare,

b. The travel is to western Europe and the business meeting is conducted within three hours of landing,

c. The travel is for a transoceanic intercontinental trip of more than eight hours, or

d. The traveler pays the difference.

Some airlines charge additional fees for services, such as checked baggage, previously included in the ticket price. These fees are reimbursable with a receipt when limits must be exceeded for legitimate business purposes. Written justification must be provided when requesting reimbursement for two or more checked bags.

B. Personal Vehicle

Travelers may be reimbursed for use of a personal vehicle while on University business. Total reimbursement for vehicle use, lodging, and meals and incidental expenses, however, may not exceed the alternative cost of travel by the most economical air or rail routing.

Rate

The “personal” mileage rate may be used in any of the following situations: (1) The travel distance is 100 miles or less per day, (2) The cost of the personal car does not exceed the cost of an Enterprise vehicle by more than $20 (print a copy of the Enterprise Trip Calculator from the State’s Office of Fleet Management website and attach to travel reimbursement voucher). (3) An Enterprise rental vehicle is not available (print a copy of the page indicating vehicle is sold out and attach to travel reimbursement voucher).

Trips not qualifying for the personal mileage rate are reimbursed at the lower “fleet” rate.

Round-trip mileage traveled routinely and directly by an employee between his residence and Mason work location on a scheduled workday is considered commuting mileage. Commuting mileage and other commuting costs incurred on a normal workday are considered a personal expense and are not reimbursable. Current mileage rates may be obtained from the Travel Office link at the Fiscal Services website. As an additional option, George Mason University motor pool vehicles may be obtained from the Motor Pool Dispatcher. The cost of using a motor pool vehicle will be recharged to the user department.

January 2016
C. Rental Vehicles

Reimbursement may be made for car rental expense. The traveler must select the most economical contractor and type of vehicle available and acquire any commercial rate or government discount available when the vehicle is rented. The State maintains a contract with Enterprise Leasing to provide vehicles for short-term travel by State employees, which may be accessed at the State’s Office of Fleet Management Services website.

1. Insurance

The Commonwealth provides a statewide self-insurance plan for employees. Therefore, employees will not be reimbursed for rental car insurance for locations within the United States. Individuals traveling outside the territorial United States (including Canada, Puerto Rico) are required to purchase and will be reimbursed for liability damage waiver and collision damage waiver insurance.

2. Gasoline Charges

Travelers must refuel rental vehicles before returning to the rental contractor. Reimbursement will be based on receipts provided for fuel used. In no instance should the traveler enter into a “Fuel Agreement” or pay for fuel in advance when renting a vehicle.

D. Parking Fees and Toll Charges

Reimbursement is provided for parking fees and toll charges incurred. A receipt is required where an individual claim exceeds $20.

E. Taxi and Shuttle Van Fares

Reimbursement is provided for taxi and shuttle van fares between airports and hotels. A receipt is required where an individual claim exceeds $20.

F. Local Area Public Transportation

Reimbursement is provided for metro, bus or other public transportation fares in the local area.

VIII. Other Requirements and Limitations

A. Other Reimbursable Expenses

1. Business telephone calls
2. Facsimiles
3. Data transmission charges
4. Internet charges necessary for business activity
5. Country specific expenses such as visas, vaccinations and airport fees
6. Registration fees (no more than 90 days in advance)
B. Unallowable Expenses

1. Lost or stolen articles
2. Alcoholic beverages
3. Damage to personal vehicles, clothing, or other items
4. Services to gain entry to a locked vehicle
5. Movies charged to hotel bills
6. All expenses related to the personal negligence of the traveler, such as fines
7. Entertainment expenses
8. Towing charges
9. Expenses for children, spouses, and companions while on travel status. The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review.

C. Business Meals

Business meals occurring in the local area or during overnight travel may be reimbursed if the conditions for business meals established in University Policy Number 2102, “Food and Beverages Expenditures” are satisfied. Reimbursement requests for business meals must be accompanied by an original itemized receipt. See University Policy Number 2102 at the Fiscal Services website.

D. Grants and Contracts

The dollar limitations described above also apply to travel conducted in support of grants and contracts sponsored by outside agencies unless the underlying grant or contract specifically provides different reimbursement policies or rates. Authorizations and vouchers applying this exception must contain a statement to this effect signed by the Principal Investigator and the Associate VP for Research Operations.

E. More Than Three Employees

Travel to destinations in the 48 contiguous United States involving more than three employees from the University traveling to the same event requires advance written approval from a supervisor.

Travel to an international destination as well as any destination outside the 48 contiguous United States including Alaska, Hawaii, and U.S. Territories, involving more than three employees from the University traveling to a single destination requires written approval in advance by the Cabinet Secretary.

F. EDI Reimbursements

Employees who expect to travel more than two times per year are required to participate in the Commonwealth’s Travel EDI program. Enrollment forms are available from the Travel Office or from the Fiscal Services website.

January 2016
G. Internet Charges Necessary for Business Activity

Travelers are permitted to incur charges to use the internet at hotels, airports or other locations provided that internet access is necessary for business activity. To be reimbursed for internet charges, travelers must provide an explanation of the internet usage, such as checking and responding to email or conducting internet-based research. The explanation may be written on the itemized hotel bill or internet provider receipt. Internet charges to sponsored funds are allowable only when directly related to the specific grant or contract.

IX. Local Area Travel Expenses

A. Transportation in the Local Area

Non-commuting travel expenses may be reimbursed when individuals must travel in the local area on official business. This includes trips between University campuses or to other locations in the vicinity to attend meetings or training classes, to deliver paperwork, etc. Travel may be by personal vehicle or local common carrier (e.g., metro, bus, etc.). Commercial parking fees and toll charges may also be reimbursed. Charges to park on University property (i.e., University decals, passes and parking meters) are not reimbursable. Normal commuting mileage is not reimbursable; only the net additional mileage may be claimed.

B. Lodging in the Local Area

Normally, employees may not be reimbursed for lodging within 25 miles of their normal work place.

Local area lodging paid for guests of the University (e.g., employment candidates) are considered travel expenses and should be included with the estimated cost of the trip if the trip is expected to exceed $500. Sponsoring departments should work through the Purchasing department to arrange for guest lodging and for the University to be billed directly by the vendor. Contracts with local area hotels are listed on the Travel page at the Fiscal Services website. Visitors are limited to the appropriate local contracted hotel/motel rate when, in special situations, they obtain their own lodging.

X. Methods of Payment

The following methods of payment may be used: 1) Purchasing Charge Card (P-Card) – may be used for transportation tickets and conference registration fees. 2) Travel Charge Card – may be used for all travel purchases (e.g., hotel, transportation). Travelers will not be reimbursed until after the travel has taken place. 3) Personal Credit Card.
XI. Using The Internet To Purchase Travel Services

When travel services are purchased using the Internet, the following supplemental documents must be submitted with the Travel Expense Reimbursement Voucher: 1) All pages of the confirmation document generated when the reservation is complete showing total cost and class of service (e.g. coach, business class) for electronic tickets. 2) Passenger receipt (ticket stub) when paper ticket is issued.

XII. Effective Date and Approval

The policies herein are effective September 21, 2004, and were revised May 4, 2007, July 30, 2008 and December 10, 2008. This administrative policy shall be reviewed and revised annually to become effective at the beginning of the University’s fiscal year.

Approved:

/S
Maurice W. Scherrens
Senior Vice President

/S
Peter N. Stearns
Provost

Date approved: October 11, 2004

Revisions approved: May 24, 2007 and August 13, 2008

Revised: May 23, 2012

Revised: February 11, 2013

Revisions approved: June 24, 2014

January 2016
Electronic Commerce Policy

Security Requirements - In order to procure goods or services through the Internet, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. It is the agency’s responsibility to ensure the vendor meets the SSL 2.0 requirement before placing an order and using the SPCC as a method of payment. To ensure the vendor has a SSL, the Address Window must start with https://. This may not occur until the payment information is requested. For information about the vendor’s security certification, check under Help on your browser’s tool bar. Buying through the Internet might subject an agency or institution to the vendor’s terms and conditions if no MOU exists. Agencies are encouraged to establish a MOU with vendors whom they conduct business with on a regular basis. See DGS/DPS website for sample MOUs. (at a future date)
Lodging for visitors, candidates and others is available at hotels listed below. Please follow the procedures below for local area lodging.

**Procedure**: Contact the hotel of your choice. Provide your name, the purchase order (EP) number, the “Corporate ID#”, the name(s) of the person(s) staying at the hotel and your department fund/org number. These contracts have been established as direct bill accounts for room and tax only. Individual guests are responsible for all other expenses. The basic allowable rate per night is $89 in Prince William County. In Arlington and Fairfax, the basic allowable rates are as follows: $179 from Jan – Feb 2016, $226 from Mar – Jun 2016, $174 Jul – Aug 2016, $222 Sep 2016 and Oct – Dec 2016 is TBD. When the rates listed below exceed the basic rates noted above, please annotate the Travel Authorization with the statement “using contract rate negotiated by Mason Purchasing Department.” If a local hotel not listed below is selected, and the rate exceeds the basic rate, departmental representatives must submit written justification to Accounts Payable.

Note: If you call a hotel and the person listed as the contact, is no longer there, please ask for the sales or marketing department. Please advise them that Mason has a contract in place under the purchase order or contract number listed below. If necessary, the Purchasing Department will fax the hotel a copy of the purchase order/contract.

Questions should be addressed to the Purchasing Department at (703) 993-2580.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Contact Info</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Western</td>
<td>Best Western Battlefield Inn 10820 Balls Ford Road Manassas, VA 20109 POC: Melissa Geter Email: <a href="mailto:mgeter@sharconmgt.com">mgeter@sharconmgt.com</a> Phone: 703-631-8000 Ask for “GMU” rate</td>
<td>EP2332543 Term: Jan. 1, 2016 – Dec. 31, 2016 $89 per night</td>
</tr>
<tr>
<td>Hotel Name</td>
<td>Address</td>
<td>POC</td>
</tr>
<tr>
<td>----------------------------</td>
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</tr>
<tr>
<td>Best Western Fairfax</td>
<td>Route 123 and I66 3535 Chain Bridge Road</td>
<td>Stephen May</td>
</tr>
<tr>
<td>Candlewood Suites</td>
<td>11400 Random Hills Road</td>
<td>Yvonne Higgins</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>University Center 11180 Fairfax Blvd.</td>
<td>Elijah Hammonds</td>
</tr>
<tr>
<td>Courtyard Fairfax Oaks</td>
<td>11220 Lee Jackson Memorial Highway</td>
<td>Micah Smith or Rebecca Tobin</td>
</tr>
<tr>
<td>Courtyard Manassas</td>
<td>10701 Battleview Parkway Manassas, VA 20109</td>
<td>Rebecca Tobin</td>
</tr>
<tr>
<td>Hampton Inn Manassas</td>
<td>7295 Williamson Blvd. Manassas, VA 20109</td>
<td>Jennifer Decker</td>
</tr>
</tbody>
</table>

**RESERVATION PROCEDURES:**
- For Best Western Fairfax: www.holidayinn.com/washarlington
  Enter Corporate ID #100218194
  Then click GMU
  Call 1-866-876-4238 and ask for the “GMU” rate
- For Holiday Inn Arlington at Ballston: www.holidayinn.com/washarlington
  Enter Corporate ID #100218194
  Then click GMU
  Call 1-866-876-4238 and ask for the “GMU” rate
- Or E-mail Susana at the in-house reservation office
  – Susana.Espinoza@hiava.com
<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Contact Information</th>
<th>Rates and Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyatt Regency Fairfax</td>
<td>12777 Fair Lakes</td>
<td>Theresa King, <a href="mailto:Theresa.king@hyatt.com">Theresa.king@hyatt.com</a>, 703-818-1234</td>
<td>Fri and Sat: $109/night&lt;br&gt;Nov - Dec&lt;br&gt;Sun through Thurs: $169/night&lt;br&gt;Fri and Sat: $99/night&lt;br&gt;EP2334843&lt;br&gt;Term: Jan. 1, 2016 – Dec. 31, 2016&lt;br&gt;Sun through Thurs: $139 per night&lt;br&gt;Fri and Sat: $85 per night</td>
</tr>
<tr>
<td>Residence Inn Arlington</td>
<td>650 N. Quincy St. Arlington, VA 22203</td>
<td>Michael Golembe or Rebecca Tobin, <a href="mailto:Michael.golembe@riabva.com">Michael.golembe@riabva.com</a>, <a href="mailto:rebecca.tobin@marriott.com">rebecca.tobin@marriott.com</a>, 703-310-1999 Ext. 7000</td>
<td>Jan – Feb:&lt;br&gt;Sun through Thurs: $209.00/night&lt;br&gt;Fri and Sat: $119.00/night&lt;br&gt;Mar – June:&lt;br&gt;Sun through Thurs: $239.00/night&lt;br&gt;Fri and Sat: $139.00/night&lt;br&gt;July – Aug:&lt;br&gt;Sun through Thurs: $209.00/night&lt;br&gt;Fri and Sat: $119.00/night&lt;br&gt;Sept – Oct:&lt;br&gt;Sun through Thurs: $239.00/night&lt;br&gt;Fri and Sat: $139.00/night&lt;br&gt;Nov – Dec:&lt;br&gt;Sun through Thurs: $209.00/night&lt;br&gt;Fri and Sat: $119.00/night&lt;br&gt;EP2332579&lt;br&gt;Term: Jan. 1, 2016 – Dec. 31, 2016</td>
</tr>
<tr>
<td>Residence Inn Arlington</td>
<td>1401 N. Adams St. Arlington, VA 22201</td>
<td>Stephen Javor or Rebecca Tobin, <a href="mailto:Stephen.javor@riacva.com">Stephen.javor@riacva.com</a>, <a href="mailto:rebecca.tobin@marriott.com">rebecca.tobin@marriott.com</a>, 703-312-2104</td>
<td>Sunday Through Thursday:&lt;br&gt;Date 1-4 nights 5+ nights&lt;br&gt;01/01/16 – 02/29/16: $189&lt;br&gt;03/01/16 – 06/30/16: $239&lt;br&gt;07/01/16 – 08/31/16: $189&lt;br&gt;09/01/16 – 10/31/16: $239&lt;br&gt;11/01/16 – 12/31/16: $189&lt;br&gt;Friday and Saturday:&lt;br&gt;Date 1-4 nights 5+ nights&lt;br&gt;01/01/16 – 12/31/16: $149&lt;br&gt;$139</td>
</tr>
<tr>
<td>Residence Inn Fairfax</td>
<td>3565 Chain Bridge Road Fairfax, VA 22030</td>
<td>Kristin Feenstra or Rebecca Tobin, <a href="mailto:ri.iadrf.agm@marriott.com">ri.iadrf.agm@marriott.com</a> (Kristin), <a href="mailto:rebecca.tobin@marriott.com">rebecca.tobin@marriott.com</a> (Rebecca), 202-365-8984</td>
<td>Sunday – Thursday:&lt;br&gt;1-5 nights: $159 per night&lt;br&gt;6-12 nights: $139 per night&lt;br&gt;13-29 nights: $119 per night&lt;br&gt;30+ nights: $109 per night&lt;br&gt;Friday &amp; Saturday:&lt;br&gt;January 1, 2016 – February 29, 2016: $99/night</td>
</tr>
</tbody>
</table>

January 2016
<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>POC</th>
<th>Email</th>
<th>Phone</th>
<th>Term</th>
<th>Rates</th>
</tr>
</thead>
</table>
| Springhill Suites Marriott | 11191 Waples Mill Road           | Magali Boyle                  | magali.boyle@marriott.com    | 703-691-7880           | EP2329075                     | March 1, 2016 – October 31, 2016 $109/night  
|                          | Fairfax, VA 22030                 |                               |                              |                        | November 1, 2016 – December 31, 2016 $99/night |
|                          |                                  |                               |                              |                        |                               | Sunday through Thursday- $129 per night  
|                          |                                  |                               |                              |                        | Friday and Saturday- $89 per night     |
| Stafford House Bed and Breakfast | 3746 Chain Bridge Road          | Donna Stafford                | dstafford3@cox.net          | 703-385-9024           | EP2330762                     | Term: Jan. 1, 2016 – Dec. 31, 2016       
|                          | Fairfax, VA 22030                 |                               |                              |                        |                               | Queen-single: $109 per night              
|                          |                                  |                               |                              |                        |                               | Queen-double: $129 per night             
|                          |                                  |                               |                              |                        |                               | Queen extended stay over 5 nights: $109 per night |
|                          |                                  |                               |                              |                        |                               | Suite-single: $149 per night              
|                          |                                  |                               |                              |                        |                               | Suite-double: $179 per night             
|                          |                                  |                               |                              |                        |                               | Suite extended stay over 5 nights: $149 per night |
Enterprise Trip Calculator instructions:

- At least one day before the trip, open the Enterprise Trip Calculator at http://www.dgs.state.va.us/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx. The link is near the bottom of the page on the left (Macros should be enabled)

- Enter the five items of information requested for the trip
  - traveler’s name
  - GMU _________ (department)
  - Destination
  - Number of miles for the trip
  - Number of days for the trip*

  *days are 24 hour days, for example 10 a.m. Monday-10 a.m. Tuesday is one day.

- If the cost of an Enterprise vehicle displayed is less than the cost of a personal vehicle by more than $20:

  - select Go to Enterprise
  - select “G”
  - select George Mason University
  - select banner to the right of campus location to reserve at that location; OR
  - select the banner to the right of Other Locations-Business to reserve at another location
  - enter trip dates and times
  - select View Rates
  - select a vehicle included in the agreement at the state contract rate
  - provide the renter’s name, phone number, email
  - select continue
  - select book now to complete the reservation
  - call the telephone number above “we’ll pick you up” to arrange for a pick up. Cars are provided with a partially full or full tank of gas and must be returned with at least the same amount. If you prefer a full tank, specify this when you call.

Note: The cost of an Enterprise vehicle at the contract rate as well as gas expense related to the trip is fully reimbursable. **When finalizing the bill, please confirm that sales tax is not charged.** Sales tax is not reimbursable for rentals in Virginia although tax will display during the reservation process.
Quick Reference for Travel Request System
July 2015

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. The system is independent of Banner Finance.

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 Login
4. Enter your Mason Username (aka NETID) and password, the same used to log-in to Mason email and Patriot Web
5. Select first time user
6. Complete personal, department and supervisor information and select Submit 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

Main Menu Options (Enter Travel)

- **Initiate Authorization** – Create a written authorization required when all overnight travel exceeds $500 or travel where 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 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
Regina Carter, Sr. Travel Technician 3-2652
Christopher Wagaman, Travel Technician 3-3464
Heather Strange, Training Manager 3-2089
Maureen Strauch, Director of Fiscal Policy and Communications 3-2620
Completing a Travel Authorization
1. Open an internet browser
2. Go to https://travel.gmu.edu; select Login
3. Enter your Mason Username (aka NETID) and password
4. Select Enter Travel
5. Select Initiate Authorization and select continue
6. Select Trip Type (Extended or International) and select continue
7. 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.
8. 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
9. Enter Primary Transportation
10. Enter Secondary Transportation. Enter a description when choosing Other.
11. 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.
12. 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
13. Enter Event. Enter meals included, except for travel days.
14. Enter Car Rental
15. Enter Estimated Miscellaneous Expenses
16. 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.
17. Enter Comments. Please enter the air carrier in the comments field for international trips charging Federal funds
18. Select Print Authorization
19. Before the trip begins, obtain signatures of traveler, supervisor and a fiscal officer with signature authority for the fund/org being charged if the traveler or supervisor does not have signature authority for that fund/org. (Note: higher level of signature authority may be required for special circumstances. See Travel Manual for details).
20. Retain until after trip has taken place.

Completing a Travel Reimbursement
1. Go to https://travel.gmu.edu; select Login
2. Enter your Mason Username (aka NETID) and password
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 Note: a warning will appear that once you select continue, you may no longer change the authorization.
   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 Travel Expense Reimbursement Voucher
1. Obtain signature of traveler, supervisor, and authorized signatory on fund/org
2. Attach authorization that was signed and dated before trip.
3. Attach receipts to a separate sheet of paper (with scotch tape preferred)
4. Copy forms and receipts for your records.
5. Mail original forms and original receipts to the Travel Office, MS 3G6 (do not fax)
Getting Started and Establishing a Delegate with the Travel Request System (TRS)

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, 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 browser and enter travel.gmu.edu
2. Enter your Mason Username (aka NETID) and password, the same used to log-in to Mason email and Patriot Web
3. Complete personal, department and supervisor information and select Submit
4. To establish a delegate, select Delegate Info at the bottom of the screen
5. Follow the prompts in the Add Delegate section to select and add one or more delegates
6. If you would like to add a delegate whose name does not appear in the dropdown, select other and enter his/her G#
7. 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 browser and enter travel.gmu.edu
2. Enter your Mason Username (aka NETID) and password, the same used to log-in to Mason email and Patriot Web.
3. Select login
4. 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
5. Select Delegate Info at the bottom of the screen to review delegates. Follow the prompts to remove or add delegates.
6. If you would like to add a delegate whose name does not appear in the dropdown, select other and enter his/her G#
7. 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.

January 2016
Dear Faculty Candidate:

We are delighted you will be visiting George Mason University and would like to quickly reimburse you for eligible travel expenses. As a state university, we are required to obtain receipts and other documentation for most travel expenditures that are reimbursed on an actual basis. Receipts are not required for meals that are reimbursed on a per diem basis or expenditures of less than $20. General information is provided below.

**Traveler’s Social Security Number** The traveler’s social security number is required in conjunction with the Commonwealth of Virginia’s Debt Offset Program. Procedures are in place to protect this sensitive data.

**Advanced Approval** When the trip cost is expected to exceed $500 the Request and Authorization to Travel form is to be completed by the hosting department and signed by the traveler’s first line supervisor and a fiscal officer with signature authority for the fund/organization being charged prior to travel. The approved Authorization form should be attached to the Travel Reimbursement Voucher and submitted to the Travel Office after the trip has taken place.

**Common Carrier Transportation** Hosting department is encouraged to purchase the airline/train ticket with GMU Purchase Card for direct billing to the University. For the candidate to be reimbursed for the actual cost of coach class tickets purchased by the traveler, please provide the ticket receipt. If ticket was purchased via the internet, please also print and attach all pages of the confirmation that includes total cost and class of service.

**Lodging** Hosting department is encouraged to book accommodations at a local area hotel that has a contract with George Mason University and will direct bill for room and tax. A current list is located at [http://fiscal.gmu.edu/travel/use-lodging/lodging-in-the-local-area/](http://fiscal.gmu.edu/travel/use-lodging/lodging-in-the-local-area/)

**Meals** Receipts are not required for meals that will be reimbursed on a per diem basis.

**Miscellaneous Expenses** Original receipts (not faxed or other copies) are required to reimburse miscellaneous expenses including shuttle or taxi service between the airport and hotel or parking charges in excess of $20.

**Foreign Nationals** Travel reimbursement requests should be sent first to the Fiscal Services International Tax Office, Mail Stop 4B2.

Additional information and forms are available on the Travel Office website at [http://fiscal.gmu.edu/travel/](http://fiscal.gmu.edu/travel/). You are also welcome to call Penny Smith at 703-993-2623 with questions.

George Mason University Travel Office

January 2016
To Departments Hosting Faculty Candidates:

We very much appreciate your efforts and assistance in processing faculty candidates’ travel reimbursement vouchers. We have prepared the attached document for you to provide to a faculty candidate before a campus visit so that he/she will be aware of George Mason University’s travel reimbursement procedures and receipt requirements in advance of the trip.

The requirements to reimburse faculty candidates are identical to the requirements related to routine George Mason University travel.

The Request and Authorization to Travel form is to be completed and signed by the traveler’s first line supervisor and a fiscal officer with signature authority for the fund/organization being charged in advance of the travel whenever:

-Total cost is $500 or more OR
-Lodging above the basic rate

The approved authorization form should be retained until after the trip has taken place.

The candidate’s social security number is required in conjunction with the Commonwealth of Virginia Debt Offset Program. Procedures are in place to protect this sensitive data.

The hosting department is encouraged to use the Purchasing Charge Card (P-Card/Visa) to purchase air or train tickets for the candidate. The department should maintain the ticket receipt with the P-Card log.

In order to quickly process the reimbursement requests, please be certain that original (not faxed or copied) receipts are provided for all reimbursement requests, as well as the original approved authorization.

You are welcome to call Penny Smith, 3-2623 with questions.