Tip 2: Travel Reimbursement Quick Tips

Please follow the steps below when planning and submitting travel reimbursements to the Travel Office to ensure prompt payment:

- **Be Timely:** Please submit your travel reimbursement voucher as soon as possible; the approved voucher should be received in the Travel Office not later than ten (10) business days after the completion of the trip.
- **Be Complete:** 1. Please have trips authorized in advance (oral or written) 2. Airline and rail tickets may be booked online using a PCard or with Mason Contract Travel Agencies. Receipts must include cost, class of travel and proof of payment. 3. Itemized lodging bills are required; the daily room rate must not exceed the current state rate. 4. Taxi/shuttle receipts are required for fares exceeding $20.
- **Be Frugal:** Please be aware of non-reimbursable expenses, and select the most economical mode of transportation.
- **Be Focused:** Please separate business and personal travel. If the trip must be combined personal and business travel, a personal credit card must be used. Two sets of documents are required in advance; including the estimated cost of business travel and the estimated cost of personal travel at the time of booking.
- **Be in Touch:** For assistance with travel, interpretation of travel policy or any questions, please contact the Travel Office at 3-2580 or at travel@gmu.edu.