



Travel Office
4400 University Dr., MS 3G6, Fairfax, VA 22030
Phone: 703-993-2623; Fax: 703-993-2589

Dear Candidate:

We are delighted that 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 transportation expenditures of less than \$75 per instance. General travel information and requirements are provided below.

Traveler's Social Security Number/Vendor Registration: Please visit <https://fiscal.gmu.edu/purchasing/do-business-with-mason/> to find the W-8/W-9 file. Please fill out and submit this file through our secure Vendor Registration portal. Please make sure to submit the form and indicate "receiving a travel reimbursement".

Advanced Approval: When the trip cost is expected to exceed \$1,000 or lodging costs are expected to exceed the basic rates a Travel Authorization must be completed by the hosting department.

Common Carrier Transportation: The hosting department is encouraged to purchase airline/train tickets with the Mason issued P-Card. If the candidate will purchase their own ticket please remember that the state regulations only allow Mason to reimburse for coach class airfare. Mason will not be able to reimburse business class airfare, upgrade service fees – such as priority boarding/checking, travel insurance, or other fees associated with non-coach class airfare. Original receipts must be provided to the hosting department to ensure reimbursement.

Lodging: The hosting department is encouraged to reserve accommodations at a local area hotel under contract with the university. These hotels will bill Mason directly for the service. A current list is located here: <https://fiscal.gmu.edu/travel/use-lodging/lodging-in-the-local-area/>. Candidates who wish to reserve their own accommodations should consult with the hosting department to verify approved lodging rates. Mason is unable to reimburse a candidate for lodging costs that exceed approved rates.

Miscellaneous Expenses: Original receipts are required to reimburse miscellaneous transportation expenses including shuttle or taxi service between airport and hotel or parking charges in excess of \$75.

Foreign Nationals: Travel reimbursement requests for foreign nationals should be sent to Fiscal Services, International Tax Office (mail stop 4B2) for tax withholding review.

Additional information is available on the Travel Office webpage at <https://fiscal.gmu.edu/travel/>. Hosting departments and candidates are welcome to email travel@gmu.edu for additional questions.

Sincerely,

George Mason University Travel Office