

What is the Travel Request System (TRS)?

The TRS is an online system that generates Travel Authorizations Requests and Travel Expense Reimbursements. TRS document approvals are completed electronically through Banner Workflow.

Level of Approval

- Authorized Approver/Supervisor – units may designate an Authorized Approver in addition to or in lieu of the Supervisor
- Fund/Org Approver – individual within the unit with authority to approve transactions for the fund/org being charged
- Optional Approver – additional approver who may be asked to approve before or after the Authorized Approver/Supervisor

Types of travel and required approvals

1. **Extended Trip to 48 contiguous U.S.** – overnight travel costs exceeding \$500 and/or trip includes lodging over the basic rate.
Required Approval – Authorized Approver/Supervisor and Fund/Org Approver
2. **International Trip (including Hawaii, Alaska, Puerto Rico and other U.S. territories)** at any dollar amount
Required Approval – Authorized Approver/Supervisor, Fund/Org Approver
International Trip (Embargoed Country)
Required Approval – Authorized Approver/Supervisor, Fund/Org Approver, Office of Research Integrity and Assurance
3. **Transportation only** – request for transportation reimbursement only
Required Approval – Authorized Approver/Supervisor and Fund/Org Approver
4. **One day trip** – less than \$500 with no overnight accommodations or per diem
Required Approval – Authorized Approver/Supervisor and Fund/Org Approver
5. **Standard overnight** – less than \$500 AND lodging at or below basic rate
Required Approval – Authorized Approver/Supervisor and Fund/Org Approver

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. 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 login page and following the prompts.

Upload Documentation to travel documents

Travelers and delegates may upload documentation to travel authorizations and reimbursements. Approvers must view the attached documents/receipts before approving/returning a document to the traveler or delegate. **All required receipts must be uploaded and attached to the travel reimbursements in order to be processed by the Travel Office.** Travelers should retain original receipts until reimbursement has been received. Additional guidance on uploading documents may be found on the [TRS Document Upload Guide](#).

Initial access to the TRS system

1. Open a Firefox internet browser (VPN required for remote use)
2. Go to travel.gmu.edu
3. Select “login”
4. [Enter your NetID and Password](#)
5. Complete User Profile - Personal Information and Authorized Approver/Supervisor Information
6. Select Save
7. Click “Enter Travel” to initiate a travel document

Main Menu Options (Enter Travel)

- [Initiate Authorization](#) – Create a written authorization; required when overnight travel exceeds \$500 or lodging costs exceed the basic rates.
- [Initiate Reimbursement](#) – When selected will prompt for trip type (e.g. standard, extended, international, etc.) then will display all trips of selected type where reimbursement not initiated. Note: Once a reimbursement has been initiated, the authorization cannot be edited.
- [View/Edit Trip](#) – View or edit an authorization or reimbursement. When selected will display all trips, regardless of type or status.
- [View Document Status](#) – View document history, approval status and attached documentation.
- [Print Authorization/Reimbursement](#) – Select a trip to print the authorization or reimbursement.
- [Delegate Overview](#) – View access to travel you have entered on behalf of someone else.
- [Approver Overview](#) – View access to travel you have approved.
- [Edit User Information](#) – Edit your personal information or supervisor information.

To report TRS problems

Go to travel.gmu.edu and select “[Click here to report problems with the Travel Request System](#)” before logging into the system

Whom to Call for Help

Penny Smith , Travel Supervisor	3-2623
Regina Carter , Sr. Travel Tech	3-2652
Christopher Wagaman , Sr. Travel Tech	3-3464

Completing a Travel Authorization

1. Open a Firefox internet browser (VPN required for remote use)
2. Go to <https://travel.gmu.edu> and login (Delegate will enter traveler email/status)
3. Select Enter Travel
4. Select Initiate Authorization and select continue
5. Select Trip Type (Extended or International) and select continue
6. Enter Trip Information
 - Trip Name = Traveler's NetID - Month of Trip - Year - Destination
 - Select the class of trip, enter the purpose of the trip and benefit for international
 - Enter Departure Date/Time: Departure time is the time you anticipate leaving your home/office to begin travel.
 - Enter Return Date/Time: Return time is the time you expect to return to your home/office.
 - Indicate any free meals on departure and return days.
 - Enter the fiscal year (FY runs 7/1-6/30)
 - Authorized Approver/Supervisor's NetID populated
 - Check the box if you plan to host a business meal.
 - Enter Emergency Contact for International
7. Enter Fund/Org Information - select department from the drop-down list; enter the fund or org to be charged. If charging multiple funds/orgs, indicate either the dollar amount or percentage to be charged to each fund/org.
8. Choose Fund/Org Approver from drop down menu.
9. If needed, enter Optional Approvers Net ID and choose "Before" or "After" Authorized Approver/Supervisor.
10. Enter Primary Transportation. Enter the air carrier when traveling internationally charging Federal funds.
11. Enter Secondary Transportation for Origin City and Destination facility. Enter a description when choosing Other.
12. Enter Location by selecting from drop-down list; if not included in the drop-down select other location NOT listed above, type in city and select state.
13. Enter Lodging – rates display based on the location. If you are choosing the conference lodging rate, provide an explanation, e.g. conference hotel. For international locations/rates, follow links
14. If room sharing, enter additional traveler name and identify if individual is a Mason employee.
15. Enter Event name or description. Enter meals provided, except for travel days
16. Enter Car Rental if applicable
17. Enter Estimated Miscellaneous Expenses
18. Review information, select Edit Info to edit any section. Edits may be made to the authorization any time prior to submitting for approval; you may exit the system and then log back in to make edits.
19. Select "Upload receipts/documentation" to attached documents to travel authorization when required.

20. Use Comments section to provide clarification or additional information.
21. Select Submit for Approval to begin the Workflow approval process.
22. Select Continue and then Yes. Additional comments may be entered under "Preparer Comments."
Note: Traveler/delegate will receive an email stating that the approval process has begun. Another email will be sent once the document has received all required approvals.
23. Travel is not authorized until all required approvals have been received.

Completing a Travel Reimbursement

1. Open a Firefox internet browser (VPN required for remote use)
2. Go to <https://travel.gmu.edu> and login
3. Select Enter Travel
4. Select View/Edit Trip
 - All trips will be displayed.
 - Select Initiate Reimbursement to begin new (note warning above) or View/Edit Reimbursement to continue an existing reimbursement
5. Edit section(s) based on actual travel costs by selecting blue Edit Info links. Enter new and/or revised information and select continue
6. Select "Upload receipts/documentation" to add ALL required receipts and additional documentation. Make note of file upload requirements before attempting to attach documentation.
7. After edits completed, scroll down and select Submit for Approval to begin the Workflow process
8. Select Yes and then Continue
9. Additional comments may be entered under "Preparer Comments"
Select Continue and then select Yes
Note: Traveler/delegate will receive an email stating that the approval process has begun. Another email will be sent once the document has received all required approvals.

Submitting Travel Expense Reimbursement Voucher

1. The Authorized Approver/Supervisor and/or fiscal officer must verify that all required receipts have been attached to the reimbursement request before approving the document in Workflow
2. Once all approvals are received the Travel Office will receive the reimbursement request and view the attached receipts for accuracy and Policy compliance.
3. Original receipts/documentation should be retained by the traveler until AFTER reimbursement has been received.
4. If the Travel Office is not able to read/view a receipt or if documentation is missing the traveler/delegate may be asked to submit the original receipt before a reimbursement is generated to the traveler.