Personal Mileage Rate Increase!

Beginning January 1, 2018, the personal mileage rate for business travel is $0.545 (increased from $0.535). The Travel Request System (TRS) will be updated to reflect this change.

For a refresher on mileage rates, and other travel reimbursement eligibility and guidelines please join us for Fiscal Orientation 3:

https://fiscal.gmu.edu/training/attend-a-classroom-course/
or visit the travel office website:
https://fiscal.gmu.edu/travel/

*All training in Merten Hall, Rm. 2001 unless otherwise noted*

<table>
<thead>
<tr>
<th>Fiscal Orientations &amp; Workshops</th>
<th>Day/Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Orientation 1: Financial Transactions &amp; Reconciliation</td>
<td>Thursday, 02/08</td>
<td>9:30am – 3:00pm Includes lunch break</td>
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<tr>
<td>Fiscal Orientation 2: eVA Purchasing &amp; P-Card Allocation</td>
<td>Thursday, 02/15</td>
<td>9:30am – 2:00pm Includes lunch break</td>
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<tr>
<td>Fiscal Orientation 3: Travel, Food &amp; Beverage and Purchasing Made Easy</td>
<td>Thursday, 02/22</td>
<td>9:30am – 3:00pm Includes lunch break</td>
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</tbody>
</table>

Please call Jessi Adams at 3-5966 for more information or to videoconference a session to another campus (3 business days in advance)

Need additional assistance with a fiscal process or procedure? Come to a walk-in session, 1:30 – 3:30 pm
Arlington walk-in: February 6, Founders Hall 206
Science and Technology walk-in: February 20, Colgan Hall 219
Fairfax walk-in: February 7, 14, 21 & 28 Merten Hall 4408

Online Registration Instructions

1. Go to workshops.gmu.edu and choose “Register for Workshops” in the top right corner
2. Log in with your Net ID and password
3. Select “Events” from the top menu
4. In the search box under “View By” choose “Departments,” then “Fiscal Services” and click “Search”
5. Choose the title of the course you would like to take (Fiscal Orientation 1, 2, 3)
6. Click on available dates you would like to attend
7. Select “Register” in the bottom right corner

Training Manuals and Quick Guides: https://fiscal.gmu.edu/training/obtain-training-materials/
Reconciliation Resources: https://fiscal.gmu.edu/controllers/reconciling/