EXAMPLE FORM

George Mason University
Request and Authorization to Travel

Section 1: Traveler Information

Date: 08 / 19 / 15

Name: Betty Jones (Your Name & Address)

G#: _____

Address (street): 1234 Library Circle

Employment Status: ___GMU Employee

Address (apt., etc.): _____ ___Candidate

City: Lynchburg ✔ Other

State: Virginia Zip: 12345

Department: _____ Mail Stop: _____ Telephone: 703-555-0000

Section 2: Trip Information

Type of Trip: ____State/Grant Business ✔ Conference ____Recruitment _____Athletics

____Training/Education ____Presentation ___Field Work _____Other

Purpose/reason of Trip: Attend the Collections Forum.

Benefit to GMU (Foreign Travel): _____

Departure: Date: 09 / 28 / 15 Time: 5 :00p Return: Date: 09 / 29 / 15 Time: 6 :00p

Primary Destination: City: Charlottesville State/Country: Virginia

Other Destination: City: _____ State/Country: _____

Six-digit Account(s): Primary: _____ Amount: _____

Secondary: _____ Amount: _____

Section 3: Estimated Expenses:

Category	**Amount**
Commercial Transportation: _____Air _____Train _____Other _____	
Rental Vehicle: Yes_____ No ✔	
Vehicle Mileage: Distance 478(r/t) Rate .246	$117.58
✔ Personal _____State Vehicle	
Registration: Includes: ✔ Meals _____Lodging	(Includes 1 bkfast and 1 lunch)
Lodging: Nights 1 Rate(w/tax) $115.00+$13.00	$128.00
Check here if conference or host facility ✔	
Meals: No. Days 2 Rate $56.00 per day	$70 (travel days; meals)
Other (specify) Parking	$15.00
Total	$330.58

As the traveler, I certify that the above estimated expenses are reimbursable and that those for lodging and meals do not exceed the maximum amounts authorized by the Commonwealth of Virginia (or by the sponsor of the grant to be charged, as applicable).

Section 4: Signatures

	Dates
Request for Approval (Traveler) Your Signature	/ /
Recommend Approval (Supervisor) Cutrice Harris will sign here/not your supervisor	/ /
Recommend Approval (Responsible Person, P.I., Grants Only)	/ /
Approved (Approving Official) Cutrice Harris will sign here/not your supervisor	/ /

Revised 8/19/04