

# **TRAVEL PROCEDURES For REGISTERED STUDENT ORGANIZATIONS**



2018-2019

# WELCOME

- This presentation is intended for Registered Student Organizations (RSOs) with members who plan to travel and expect to be reimbursed for some or all of their travel expenses.
- Note: All travel expenses are paid by the traveler and reimbursed after the trip.

# BASICS

- The State requires that travel be conducted in the most economical manner possible.
- For this reason, travel reimbursement requests submitted by GMU employees and students are closely reviewed for accuracy and appropriateness.
- If you do not follow proper procedures, it may be impossible to reimburse you for your travel expenses.

# BASICS

- Reimbursements for travel expenses, such as transportation, lodging, and meals, are processed using forms created in the GMU Travel Request System (TRS): <https://travel.gmu.edu>
- Travelers, seeking reimbursements for only their conference registration fees, do not have to use the GMU Travel Request System (TRS). They can request reimbursement via the *RSO Payment Request Form*.
- The travel reimbursement process is the same for both SFB (Student Funding Board) and SGR (Self-Generated Revenue) funding.

# FIRST THINGS FIRST

- Make sure you have either SFB or SGR money before you make any travel arrangements, for which you expect to be reimbursed.
- If applying for funding from the Student Funding Board, be sure to apply well in advance.

# BEFORE THE TRIP

- At least 7 days before your trip, electronically submit via the TRS your *Request and Authorization to Travel*.
- **Very Important:** You will not be reimbursed for travel expenses if you do not complete and submit this form BEFORE your trip.

# CREATE TRS PROFILE

- To complete the *Request and Authorization to Travel*, you must first create a profile in the GMU Travel Request System (TRS):
  - 1) Open an internet browser (VPN required for remote use: <https://itservices.gmu.edu/downloads/index.cfm>)
  - 2) Go to <https://travel.gmu.edu>
  - 3) Select *Login* and enter your Mason NetID and password. You will then be prompted to set up your user profile.
  - 4) Enter Personal Information and Supervisor Information (list your organization's faculty advisor as your supervisor).
  - 5) Select *Submit*.

# REQUEST & AUTHORIZATION TO TRAVEL

- To fill out the *Request and Authorization to Travel*:
  - 1) Log in to <https://travel.gmu.edu>  
(VPN required for remote use)
  - 2) Select *Enter Travel* and then *Initiate Authorization*.
  - 3) Click *Continue*.
  - 4) Select Trip Type.
  - 5) Continue to enter Trip Information.

# REQUEST & AUTHORIZATION TO TRAVEL

- 7) Under Fund/Org Information, check  $\leq$ \$ to list your SFB allocation amount & then select

Department = *Student Involvement, Office*

Approver = *mthores2 (Margo Thoresen)*

Primary fund/org = your RSO org code

- 8) Select *Submit for Approval* to begin the Workflow approval process.

# MULTIPLE FUNDING SOURCES

- Students, who expect to receive funding from more than one source (for example, part from the RSO and part from the College of Science), should complete and submit only one *Request and Authorization to Travel* and only one *Travel Expenses Reimbursement Voucher*, listing all of the accounts from which the reimbursement will be paid.
- These forms will need to be approved by each organization/office that funds your travel; therefore, coordination is needed from the outset.

# APPROVAL PROCESS FOR TRAVEL AUTHORIZATION

- Your supervisor (faculty advisor) will receive an email from [travel.gmu.edu](http://travel.gmu.edu) when a travel document is submitted and needs his/her approval.
- He/she will click on the Workflow link in the body of the email, which will open the Banner Workflow application and prompt the user to enter his/her Mason NetID and password.

# APPROVAL PROCESS FOR TRAVEL AUTHORIZATION

- The supervisor (faculty advisor) will select the document and review the travel information and related expenses.
- Once reviewed, he/she will select one of the two options located in the Action box: *Approve* or *Return to submitter with comments*.
- If approved, he/she will select *Complete* to move the Travel Authorization to the Student Involvement Business Manager for fund/org approval.
- Once completed or returned, the traveler receives an email notification of the document status.

# REMINDERS

- Your *Request and Authorization to Travel* must be approved BEFORE your trip.
- Without prior approval, you may not be able to be reimbursed after the trip.

# AFTER THE TRIP

Within 45 days of your return date (**reimbursement requests submitted after this deadline will not be accepted**), use the Travel Request System to create a *Travel Expenses Reimbursement Voucher*:

- 1) Go to <https://travel.gmu.edu> and login. (VPN required for remote use)
- 2) Select *Enter Travel*.
- 3) Select *View/Edit Trip* (all trips will be displayed).
- 4) Next to the trip that you would like to edit, select *View/Edit Reimbursement*.

## AFTER THE TRIP

- 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) Upload electronic copies of your receipts and proof of payment (i.e., credit card statement showing the charge for each expense).
- 7) Scroll down and select *Submit for Approval*.
- 8) Print a copy of the *Travel Expenses Reimbursement Voucher*.
- 9) Select *Continue* and then select *Yes*.

# REIMBURSEMENT AMOUNTS

- The Commonwealth of Virginia has set limits on the amount travelers can be reimbursed for travel to and daily expenses in any given location.
- These limits are embedded in the Travel Request System (TRS).
- When completing forms in the TRS, some areas of the forms will automatically populate with these limits.

## EXAMPLE

If you travel to Minneapolis, the current maximum amount you will be reimbursed for lodging is \$149 per day (excluding taxes and surcharges). For the Bronx in New York City, the rate varies from \$164 to \$291 per day, depending upon the time of year.

So, if you choose to stay in the most expensive hotel at your destination, you will not be reimbursed for the full cost if it exceeds the limit set by the Commonwealth of Virginia.

# M&IE PER DIEM RATES

- The M&IE per diem rates cover expenses such as:
  - meals, including taxes and tips,
  - transportation to where meals are taken,
  - personal telephone calls,
  - laundry expenses, and
  - tips to baggage handlers.
- On travel departure and return days, travelers automatically receive 75% of the per diem meal allowance plus the \$5 incidental allowance, regardless of the time of departure or return. The return day allowance is based on the rate at the location where the traveler spent the night prior to returning home.

## EXAMPLE

One example of the per diem rate for meals: in Minneapolis, the rate is \$64 per day. Regardless of how much you actually spend, you will be reimbursed \$64 as long as your stay qualifies for reimbursement for all three meals in one day in Minneapolis.

# GROUND TRANSPORTATION

- When driving, students may use their personal cars or rent vehicles through Enterprise, within these guidelines:
  - If the travel is under 280 miles per day, a personal vehicle should be used (e.g., for a 3-day trip, 840 total miles would be the limit).
  - If the travel is over 280 miles per day, an Enterprise rental car should be used.
  - If you choose to drive your own car when your trip is over 280 miles per day, your reimbursement may be affected.

# CAR RENTAL

- Students must be 21 years old to rent from Enterprise.
- There is a link to the Enterprise site on the Student Involvement Fiscal Management webpage and also on the GMU Fiscal Services website.
- RSOs may not use Mason Motorpool vehicles.

# CAR RENTAL

- Because the travel rules and procedures are complicated, we recommend that students check with the Travel Office (<[travel@gmu.edu](mailto:travel@gmu.edu)> , 703-993-2580) when deciding whether to drive a personal vehicle or lease from Enterprise.
- Working with the Travel Office will help ensure that everything is done correctly so that your reimbursement can be processed.

# CONFERENCE REGISTRATION FEES

- Travelers, who need to be reimbursed only for conference registration fees (no travel expenses), do not have to use the Travel Request System.
- Instead, submit an *RSO Payment Request Form* along with proof of your registration (usually an e-mail confirmation) and proof of payment (i.e., credit card/bank statement or front/back side of cashed check) to [sibudget@gmu.edu](mailto:sibudget@gmu.edu).

# THE END

- This concludes the Travel Procedures presentation for Registered Student Organizations.
- If you have any questions, please e-mail [sibudget@gmu.edu](mailto:sibudget@gmu.edu).