



E-mail to
sibudget@gmu.edu.

Travel Reimbursement Request Form

Use: To request Reimbursement for travel expenses (including conference registration fees).

Instructions: E-mail completed & signed form to sibudget@gmu.edu. (Note: Reimbursements must be submitted within 45 days of the travel return date.)

Additional Requirements: Attach an itemized receipt (which clearly shows payment details) for each travel expense.

PAYEE INFORMATION:	TRAVEL INFORMATION:
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<p>Name: _____</p> <p>Address: _____ _____</p> <p>G Number: _____</p> <p>Is the payee a current Mason graduate assistant? (Additional instructions need to be provided if the payee is currently employed by Mason as a graduate assistant.)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>Purpose (reason for travel): _____ _____ _____</p> <p>Destination (City, State & Country): _____ _____</p> <p>Departure Date & Time: _____</p> <p>Return Date & Time: _____</p>
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FUNDING INFORMATION:	RSO INFORMATION:
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<p>Please specify funding source:</p> <p>Student Funding Board (SFB): \$ _____</p> <p>Self-Generated Revenue (SGR): \$ _____</p> <p>Total Amount to Reimburse: \$ _____</p>
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<p>Org Name: _____</p> <p>Org Number: <table border="1" style="display:inline-table"><tr><td style="width:20px; text-align:center">6</td><td style="width:20px; text-align:center">1</td><td style="width:20px; text-align:center"></td><td style="width:20px; text-align:center"></td><td style="width:20px; text-align:center"></td><td style="width:20px; text-align:center"></td></tr></table></p> <p>Requestor's Name: _____</p> <p>Requestor's Email: _____ @masonlive.gmu.edu</p>	6	1				
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Requesting RSO Officer's Signature	Print Name	Title	Date
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Signature of Student Traveler	Print Name	Title	Date
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(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by another party.)

(Updated: Oct 2021)