

# **TRAVEL PROCEDURES For REGISTERED STUDENT ORGANIZATIONS**



# 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.

## BEFORE THE TRIP

- 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 & DURING THE TRIP

- Only pay for your own travel expenses. Due to tax implications, each traveler must pay and seek reimbursement for only their expenses. You may not be reimbursed for another traveler's expenses even if you were the one who paid for them.

## AFTER THE TRIP

- Within 45 days of your return date (reimbursement requests submitted after this deadline will not be accepted), log into Mason360 to access the RSO Spending Request form so you can complete the “Reimbursement (including Travel)” section.
- Attach copies of your itemized receipt(s) to the form.
- Submit the RSO Spending Request form in Mason360. The reimbursement payment will be sent via direct deposit or mailed to your current address in Patriot Web.

# AIR/TRAIN FARES

- Airline and rail travel must be coach class.
- Higher-level coach class services (examples: Delta Comfort, United Economy Plus, etc.), preferable seats, priority boarding, advance seat selection and/or other amenities are prohibited.
- Baggage fees (up to one checked bag) are reimbursable.

# HOTELS & LODGING

- Necessary and reasonable lodging expenses outside of the local area are paid by the traveler and may be reimbursed after trip completion.
- Lodging rates are governed by the U.S. General Services Administration (GSA). The listed rates assume single occupancy and exclude applicable taxes. Lodging taxes are reimbursable but are not included in the base or allowable rate restrictions.  
(Domestic GSA rates are available at <http://www.gsa.gov/portal/content/142071>.)
- Charges for movies, mini-bar, snacks, water or other personal purchases are not allowable. Meals that are charged to a hotel room will not be reimbursed.



# 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.

# 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 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.

# 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).