**Travel Request Worksheet**

|  |  |
| --- | --- |
| **Name:** | **email**: |

Complete this worksheet at least **2 weeks** in advance of your trip. This will be used to create your Travel Authorization Request.

Please remember that all travel needs advance approval (oral or written).

You will need advance written approval (which is a signed travel authorization request form) if:

traveling by air (regardless of cost);

estimated travel costs (including per diem) are over $500; or

traveling internationally (regardless of cost).

When estimating costs, please overestimate.

**Trip Info:**

|  |  |
| --- | --- |
| Destination:  | Departure Date:Time you depart: |
| Purpose (attend annual mtg; attend conf: research/field work; etc.): | Return Date:Time you return: |

Amount of $$ you are receiving from HIST dept. for travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are using/receiving funding **from another GMU** source, please include org # and amount you’re getting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation:**

[ ]  Air $ **Coach Class only.** [ ]  Check here if you are **NOT** paying for this ticket.

 Which airport are you leaving from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How are you getting to/from your home airport?

 Driving and parking: estimated roundtrip mileage and costs: \_\_\_\_\_\_\_\_\_\_miles/$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Airport shuttle: estimate cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Taxi: estimate cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (Metro, etc.): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Train $ **Coach Class only.** [ ]  Check here if you are **NOT** paying for this ticket.

[ ]  Personal Car – round trip mileage: \_\_\_\_\_\_\_\_\_\_\_

[ ]  Rental Car (use Enterprise if picking the car up in the DC metro area) – round trip mileage: \_\_\_\_\_\_\_\_\_\_\_\_\_

cost per day: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ number of days.

[ ]  Other (ocean liner; dog sled; yak, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lodging:**

|  |  |
| --- | --- |
| Name of hotel: | Cost per night before tax: |
| Number of nights: | Tax per night: |

[ ]  Check here if hotel costs are included in conference registration fee.

[ ]  Check here if here if you are **NOT** paying for your lodging.

**Event:**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Check here if you are **NOT** paying for this conference.

Are there any free meals included in your conference fee? If so, note which ones and how many:

Breakfasts: \_\_\_\_\_ Lunches: \_\_\_\_\_ Dinners: \_\_\_\_\_

**Miscellaneous expenses:**

|  |  |
| --- | --- |
| Taxi (at event): $ | Parking: $ |
| Shuttle (to/from/at event): $ | Tolls: $ |
| Other (describe): $ |

**Per Diem Rates**

The Commonwealth has established basic and city-specific maximum per diem rates for meals and incidental expenses.

Current in-state city rates: <http://fiscal.gmu.edu/wp-content/uploads/2013/11/In-StateLodgingPerdiemRate.pdf>

Current continental US city rates: <http://fiscal.gmu.edu/wp-content/uploads/2013/11/OutofStateLodgingAndMealRatesOct2013.pdf>

Current Alaska, Hawaii and US territory rates: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Foreign per diem rates: <http://aoprals.state.gov/content.asp?content_id=184&menu_id=78>

If your destination city does not appear, then you will be reimbursed at the minimum or standard per diem rate. (If looking at foreign per diem rates, find “other” in the listing of cities; that is the minimum per diem rate.)

Per diem include:

•meals, including taxes and tips

•transportation to where meals are taken

•personal telephone calls

•laundry expenses

•tips to baggage handlers

Because the per diem rate is intended to cover these items, they will not be reimbursed separately. Travelers are advised to budget their travel expenses accordingly.