# Faculty/Traveler Fiscal Reminders

The Travel and Business Meal Manual can be found here.

## Business Meals

- Meals can be reimbursed up to 150% of the per diem rate listed for the applicable meal (breakfast, lunch, dinner,) dependent on the location. This amount is inclusive of taxes and tip
- Alcoholic beverages are not permitted with state funds
- Appropriate GMU to Non-GMU attendee ratio
- State funded: Maximum 20% tip on **pre**-tax total
- GMUF funded: Maximum 20% tip on **post**-tax total
- When one receipt is split between state and GMUF, the **state** policy for gratuity will be in effect. We encourage obtaining separate receipts for the meal and alcohol portions to simplify process.
- After the meal, submit these to your area's Administrative Associate:
    - Itemized receipt and proof of payment
    - List of attendees with affiliation (i.e. GMU student, GMU employee, non-GMU)
    - Brief description of business purpose/what was discussed

## Travel Expenses

- Do not make travel arrangements until the pre-approval has been fully authorized
- Work with your area's Admin. Assoc. to prepare travel pre-approvals and reimbursements
- Notify your area's Admin. Assoc. as soon as possible when adding personal time to a business trip or departing from/returning to a location other than "home"
    - Additional documentation is required in these cases
    - George Mason will pay for the business portion only
- Airfare, rail, and conference registration fees may be paid via P-Card (recommended)
- Economy class is the highest fare option for domestic flights and rail tickets
- Maximum domestic & international lodging nightly rates apply: travelers are eligible for up to 200% of the rates listed, dependent on the lodging location
- Meals are reimbursed at daily domestic & international per diem rates, dependent on the lodging location
- Maximum tip of 15% for ground transportation; based on total fare, including eligible charges/fees
- Special policies for personal vehicle mileage that exceed 280 miles/day. Speak with administrator
- **International travel**: if bringing a GMU laptop/equipment to an international location, contact ORIA at export@gmu.edu beforehand to ensure no export control violations. Please visit the ORIA website for more information.
- After the trip, submit these to your area's Administrative Associate if applicable:
    - Airfare/rail receipts with proof of payment
    - Registration receipts with proof of payment
    - Itemized hotel receipt with room rate breakdown and proof of payment
    - Taxi, car rental, etc. receipts

## Unallowable Travel Expenses

- Higher Level Class Tickets (Acela, Comfort, Economy Plus, Preferred Seating, Business/First Class)
- Use of mileage rewards points
- Travel insurance
- Rental car insurance or vehicle fuel fill-up at car rental facility
- Lost or stolen articles
- Personal telephone calls or laundry expenses
- Service fees and tips (e.g., to baggage handlers or hotel housekeeping)
- Travel between lodging and places where meals may be taken. These would be included in the incidental daily per diem amount received.