

The George Washington University
TRAVEL AUTHORIZATION/ADVANCE REQUEST/EXPENSE REPORT
 PLEASE PRINT OR TYPE

SECTION I: THIS SECTION MUST BE COMPLETED			
DEPARTMENT	CONTACT NAME	PHONE NUMBER	DATE PREPARED
TRAVELLER'S NAME	GW EMPLOYEE	US CITIZEN	SOCIAL SECURITY NUMBER OR ITIN
MAILING ADDRESS			PICK UP CHECK
ITINERARY		BEGIN DATE	END DATE
PURPOSE OF TRAVEL		EMAIL	

SECTION II: COMPLETE THIS SECTION FOR TRAVEL REQUIRING SPONSORED PROJECTS AUTHORIZATION													
APPROVAL OF THE ABOVE PROPOSED TRAVEL IS RECOMMENDED. THE TRAVEL IS DIRECTLY RELATED TO THE PERFORMANCE OF THE AWARD FOR WHICH IT IS CHARGED. FUNDS TO DEFRAY COSTS ARE AVAILABLE IN THE TRAVEL BUDGET	<table border="1"> <tr> <th colspan="3">SPONSORED PROJECT USE ONLY</th> </tr> <tr> <td>PROJECT</td> <td>TASK</td> <td>AWARD</td> </tr> <tr> <td colspan="2">EXPENDITURE TYPE</td> <td>DATE</td> </tr> <tr> <td colspan="3">ORGANIZATION</td> </tr> </table>	SPONSORED PROJECT USE ONLY			PROJECT	TASK	AWARD	EXPENDITURE TYPE		DATE	ORGANIZATION		
SPONSORED PROJECT USE ONLY													
PROJECT		TASK	AWARD										
EXPENDITURE TYPE		DATE											
ORGANIZATION													
BASIS FOR AUTHORIZED REIMBURSEMENT IS: _____ PER DIEM RATE _____													
TRAVELLER'S SIGNATURE													
DEPARTMENT AUTHORIZING SIGNATURE													
SPONSORED PROJECT APPROVAL													

SECTION III: COMPLETE THIS SECTION TO REQUEST AN ADVANCE (NOT TO EXCEED \$100 PER DAY OR \$500 PER WEEK)						
ADVANCE AMOUNT		ORACLE ALIAS		NATURAL ACCOUNT		
PROJECT	TASK	AWARD	EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
TRAVELLER'S SIGNATURE					DATE	
DEPARTMENT AUTHORIZING SIGNATURE					DATE	

SECTION IV: COMPLETE THIS SECTION TO REPORT EXPENSES (ATTACH APPROPRIATE DOCUMENTATION)									
DATE	TRANSPORTATION			MEALS			LODGING	OTHER NON-TRAVEL	TOTAL
	AIR	CAR	OTHER	BKFST	LUNCH	DINNER			

TOTAL EXPENSES
 OUTSTANDING ADVANCES
 TOTAL DUE GW
 TOTAL DUE TRAVELER

Accounting Distribution			
ORACLE ALIAS	NATURAL ACCOUNT		AMOUNT
PROJECT	TASK	AWARD	
EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
PROJECT	TASK	AWARD	
EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
PROJECT	TASK	AWARD	
EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
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EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
PROJECT	TASK	AWARD	
EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
PROJECT	TASK	AWARD	
EXPENDITURE TYPE	EXPENDITURE DATE	ORGANIZATION	
TOTAL (MUST AGREE WITH TOTAL EXPENSES)			

I HAVE READ, UNDERSTOOD, AND COMPLIED WITH THE CURRENT GW TRAVEL POLICY	
TRAVELER'S SIGNATURE	DATE
AUTHORIZING SIGNATURE(S)	DATE(S)

ACCOUNTS PAYABLE USE ONLY
INVOICE NUMBER
ACCOUNTS PAYABLE APPROVAL