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	GWID OR SOCIAL SECURITY NUMBER

MAILING ADDRESS   PICKUP 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.

BASIS FOR AUTHORIZED REIMBURSEMENT IS: PER DIEM RATE

SPONSORED PROJECT USE ONLY

PROJECT	TASK	AWARD

EXPENDITURE TYPE	DATE

ORGANIZATION

TRAVELER'S SIGNATURE   PRINTED NAME

DEPARTMENT AUTHORIZING SIGNATURE   PRINTED NAME

SPONSORED PROJECT APPROVAL   PRINTED NAME

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

TRAVELER'S SIGNATURE	PRINTED NAME	DATE

DEPARTMENT AUTHORIZING SIGNATURE	PRINTED NAME / TITLE	DATE

SECTION IV: COMPLETE THIS SECTION TO REPORT EXPENSES (ATTACH APPROPRIATE DOCUMENTATION)

DATE	TRANSPORTATION			MEALS			LODGING	OTHER NON-TRAVEL	TOTAL
	AIR	CAR	OTHER	BRFST	LUNCH	DINNER			

Accounts Payable Use Only		
Supplier Number		TOTAL EXPENSES
Invoice Number		OUTSTANDING ADVANCES
Invoice Date		TOTAL DUE GW
Accounts Payable Approval		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	

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	PRINTED NAME	DATE

DEPARTMENT AUTHORIZING SIGNATURE	PRINTED NAME /TITLE	DATE