

**CEHD TRAVEL REQUEST GUIDE**  
**GRANT FUNDED TRANSACTIONS**  
**SEPTEMBER 2021**

Submitting the Grant Funded Travel Request:

- Please contact your MFG Delegate for assistance a minimum of 3-4 weeks in advance of when the travel will occur or expense will be needed. Requests should be emailed to the MFG Delegate with a cc to the [cehdora@gmu.edu](mailto:cehdora@gmu.edu)
- Include on the Email Subject Line – (Travel Request – Name of Trip – Trip Start Date)
- Provide the following info in the body of your email or attach the planning form provided by your delegate.
  - Traveler's Name -
  - Traveler's Email -
  - Authorization or Reimbursement – *if reimbursement also attach receipts and pre-approval*
  - Destination –
  - Dates of Travel –
  - Time of Departure & Return -
  - Purpose of Trip –
  - Fund# & Project –
  - Total Estimated Cost -
  - Airfare- *(provide desired flight itinerary from preferred airline)*
  - Conference Registrations – *(provide conference website and pertinent registration info)*
  - Lodging – *(provide desired lodging accommodations)*
  - Meal Per Diem – *(provide dates & indicate Breakfast, Lunch or Dinner)*
  - Mileage, Parking, Tolls, other ground transportation–
  - Special Instructions –