



Travel Instructions & Travel Authorization Form

Instructions

1. Secure your travel plans early.

Contact World Travel Service to make travel arrangements by calling one of the following telephone numbers below.

World Travel Service

Primary Contact: Teresa Zotikos teresaz@worldtravelservice.com
(202) 293-9266

Backups: Artis Brienzo artisb@worldtravelservice.com
(202) 293-9268

 Bryan Ashwood bryana@worldtravelservice.com
(202) 293-9265

Main Line: (202) 728-4040

After Business Hours or Weekends: (866) 253-0228 (Provide code: WAS1S210F)

Note: Information for the 24-hour help desk is also listed on the itinerary issued by World Travel Service.

2. Submit a Travel Reimbursement Form and receipts within 5 days of completing your travel.

After completing your travel, submit your Pre-Approved Travel Expense Form, Travel Reimbursement Form, required receipts and an itemization of expenses via email to aptravel@graduateschool.edu. Please copy your delivery support contact.

The Travel Reimbursement Form can be found at <http://www.graduateschool.edu/content/instructors/documents>.

Questions can be directed to aptravel@graduateschool.edu.



Travel Authorization Form for Adjunct Faculty

Instructor Name:			
Section ID:		Cost Center:	
Course Title:			
Training Location: (Address, City, State)			
Training Dates:			

For Federal per diem rates for your training location, go to: www.gsa.gov/travel

Pre-Approved Travel Expenses	
	Air Travel – Must be arranged through World Travel Service
	Driving Personally Owned Vehicle (POV) approved. (Driving to a training site or more than 500 miles round trip from home requires approval).
	Train or Bus travel
	Rental Car** - (Insurance, GPS and upgrades are <u>not</u> reimbursable expenses).
	Number of Nights at Hotel** (Hotels that exceed the Federal per diem rate must be pre-approved)
	Number of Days of M&IE (First and last day of M&IE is calculated at 75%. See www.gsa.gov/travel)
** Hotel and Rental Car expenses are not pre-paid by GSUSA. You will be reimbursed for these expenses after submitting an approved Travel Reimbursement Form and receipts to aptravel@graduateschool.edu .	

Typical out-of-area travel expenses will be reimbursed (e.g. baggage fees, ground transportation, parking at airport, fuel for rental car & parking for rental car, hotel taxes). Local mileage and parking will only be reimbursed if the class location is more than 50 miles from your residence.

[Print Name] _____

[Signature] _____

GSUSA Staff

_____ **Date**

Within 5 days of completing your trip, please submit both this Travel Authorization Form and your Travel Reimbursement Form, along with required receipts and an itemization of expenses via email to aptravel@graduateschool.edu. Please also copy your delivery support contact. The Travel Reimbursement Form can be found at: <http://www.graduateschool.edu/content/instructors/documents>.

Questions can be directed to aptravel@graduateschool.edu.