

**UNIVERSITY OF MARYLAND
MARYLAND TRANSPORTATION INSTITUTE
TRAVEL EXPENSE STATEMENT**

NAME: _____ KFS Accounts to be charged (% if more than 1 account): _____

TRAVEL EXPENSE BY DATE

DATE (MM/DD/YY)														TOTAL
BREAKFAST \$13	BASED ON PER DIEM													
LUNCH \$15														
DINNER \$28														
LODGING*														
TAXI OR LIMO*														
AIR/RAIL/BUS*														
AUTO RENTAL*														
PARKING FEE*														
BRIDGE OR TOLLS*														
TELEPHONE*														
REGISTRATION FEE*														
MEAL COST INCLUDES RELATED GRATUITIES										\$ AMOUNT OF TOTAL POV MILES TRAVELED (0.575 \$ PER MILE)				
* ORIGINAL RECEIPTS MUST BE SUBMITTED TO BUSINESS OFFICE PLEASE INCLUDE AIRPLANE BOARDING PASSES										TOTAL EXPENSE				

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DATE (MM/DD/YY) →															TOTAL MILES TRAVELED
TIME: > > →	START	END	START	END	START	END	START	END	START	END	START	END	START	END	
FROM: > > →															
TO: > > →															
TO: > > →															
AUTO MILEAGE:															

UNIVERSITY POLICY REQUIRES USE OF MOTOR POOL SERVICES FOR TRIPS OVER 50 MILES

Travellers Attestation: I certify that I am the traveler for the trip listed on this document and that the expenses claimed are in full compliance with University and USM travel policies and with any sponsored program restrictions and will not be/have not been otherwise reimbursed. I further certify that I have provided itemized receipts as required to be retained in the departmental file.

Traveler Signature: _____ Date: _____

Supervisor Attestation: I confirm the expenses above relate to the authorized travel.

Supervisor Signature (Required unless you are the project PI): _____ Date: _____

To sign this document click on the fill and sign button, click sign yourself and put a signature or certificate in the traveler signature section. If you are not the project PI your supervisor or PI must also sign the form. Once you sign the form you can also click the request signatures button.

The alternative to using the fill and sign button is to print the form and sign, add electronic signatures to the form, or attach an email confirming the expenses are approved by the PI/account owner.