

TRIP #: _____

REQUISITION#: _____



Chemical & Biomolecular - Materials Science - Fire Protection Engineering
TRAVEL APPROVAL REQUEST

KFS #: _____ Object-code: _____
UID #: _____ Last Name: _____ First Name: _____
Email: _____ Phone: _____

Indicate which service you used (please check one) Form of Payment for Air/Rail Tickets:
Globetrotter Travel-On Inc Omega World Travel Department Diner's Club Personal Credit Card
Other agency (specify) _____ Specify Airline _____ Airfare Rate Expires: _____

Leaving from (city/state & airport): _____ Departure date: _____
Traveling to (city/state & airport)*: _____ Return date: _____

*When traveling to more than location, please attach itinerary. Include dates.

Trip Purpose: _____

PLEASE MAKE SURE TRAVEL ARRANGEMENTS ARE IN FULL COMPLIANCE WITH UNIVERSITY OF MARYLAND TRAVEL POLICY AND FEDERALLY SPONSORED AWARD. CONFIRM AIRFARE IS IN COMPLIANCE WITH THE "FLY AMERICA" U.S.A. FLAG CARRIER REQUIREMENT IF FEDERALLY SPONSORED TRAVEL. IF YOU ARE COMBINING PERSONAL AND BUSINESS TRAVEL, EXPENSES WILL BE REIMBURSED FOR THE DAYS OF BUSINESS TRAVEL ONLY. AIRFARE RATE COMPARISON MUST BE PROVIDED.

Estimated Costs (it is better to over-estimate than to underestimate):

Air/Rail \$ _____ Ground Transportation \$ _____ Conference Fee \$ _____
Lodging/Housing \$ _____ Vehicle Rental/Motor Pool \$ _____ Other Travel Expenses \$ _____
Travel Meals/Hosting \$ _____ Personal Car Mileage \$ _____
Phone/Fax/Communication \$ _____ Parking \$ _____

TOTAL EXPENSES \$ _____

Travel request form must be submitted to Business Office two weeks prior to departure date. For University of Maryland policies, rates, and travel information visit <https://www.dbs.umd.edu/travel>

\$56 Per Diem* 9/1/19 **Foreign M&IE** **POV Rate is \$0.56 per mile-as 1/1/21**
Breakfast*: \$13.00 Breakfast: 15% Mileage is measured from the closer of the duty station or point of departure to destination & return for travel during normal work schedule, actual mileage driven is reimbursable.
Lunch: \$15.00 Lunch: 25%
Dinner*: \$28.00 Dinner: 60%

- *Breakfast reimbursed on first day of travel only if departing residence before 6:30am.
- *Dinner reimbursement on your last day, only if returning home after 6:30pm*
- *University of Maryland Travel Agents (For Official Use Only or Individuals Booking own Travel.)

Globetrotter: (301) 570-0800, travel@globetrottermgmt.com
Omega World Travel: 877-403-4282, umd@owt.net
Travel-on: (301) 403-4278, travelon@tlcorporate.com
UMCP Motor Pool (301)405-5482 <https://www.dbs.umd.edu/Motor/> (rent University vehicle)

Faculty Members, please list all classes that will be missed. For undergraduate and CORE graduate courses, please arrange to have another professor teach the class in your absence. If this is not possible or there are extenuating circumstances and a TA/RA/Post-Doc will teach the class, please provide a brief description of their qualifications. When rescheduling a course, faculty should select a time when all students will be in attendance. Lecture notes should be provided to students who, in rare instances, are unable to attend.

Course	Section	Date	Time	Description of Arrangements

I certify that this travel is directly related to the project and all prior written approvals have been obtained from the agency and that any related course arrangements are in compliance with Department policy as described above.

Approving Authority (please print) _____ Fiscal Officer Approval*: _____
*office use only Initials Date

Faculty Signature _____ Department Chair's Signature _____

I hereby attest I have read, understand and have signed the Traveler's Addendum for traveling during the COVID Pandemic and agree to the following: Due to the changing requirements imposed by the pandemic, travel, seminars, and/or conferences could be canceled. Any expenses not covered under the UMD Travel Cancellation policy WILL BE the responsibility of the traveler.