

## Travel Guidelines:

*For detail University Travel Policy please visit <http://www.dbs.umd.edu/travel/policy/umtravel/>*

### **Pre-Travel: Use attached Travel Approval Request Form**

- Travel Approval Request form must be submitted – All travelers (UMD Employee and Visitors)
- Travel arrangement such as airfare, car rental, registration fee and lodging can be processed through the MSE/ChBE Business Office. Please provide itinerary when submitting Travel Approval Request (TAR).
  - ✚ Once your TAR is approved if you are not self-handling your airfare, car rental or registration fee please email or come to the business office and email your desired air travel itinerary that works best with your schedule so it can be forwarded to University travel agencies (e.g. Travel On, Omega World Travel, Globetrotter) for purchase or if you prefer to call directly to UMD travel agencies please do so, once your TAR is approved they will get a copy.
  - ✚ If self-handling airfare via other travel agencies (Expedia or directly with the airlines) please keep in mind to create an account with whatever method you decide is best for you. The University does not accept **CONFIRMATIONS AS RECEIPTS** having your account set up allows you to go back and print out your receipts. Some airlines that provide the best detail receipts (e.g. United Airlines) all other airlines will give out Confirmations you have to make sure to check the final email from the airlines which would probably read E-ticket confirmation and receipt or get receipt from your account. Always save the BOARDING PASSES OR WHEN CHECKING IN REQUEST A RECEIPT.

**NOTE (International Travelers)** – U.S. Airline carrier must be used to comply with the Federal Travel Regulation and the U.S. Fly America Act.

### **Post Travel: Use attached Travel Expense Form (TES should be submitted within 30 days)**

- Travel Expense Statement Form must be completed and sign (**ORIGINAL SIGNATURE ALWAYS** – NO ELECTRONIC, SCAN OR FAX SIGNATURES ACCEPTED ONLY ORIGINAL SIGNED DOCS)  
Original receipts for all the expenses requested must be included (copy is not acceptable)  
Airfare – airline passenger copy of ticket and boarding passes

Hotel – itemized hotel bill showing zero balance

Conference fee - receipt required (set up your login with conference site and receipt should be there or check your email)

Car rental – itemized receipt/invoice showing zero balance

Parking - receipts required

Meals Per Diem – receipt not required or if claiming lower allowances as maybe required by budget constraints. Schedule of rate included in the Travel Expense Form.

International travel meal – will be reimbursed at or lower than the Department of State meal reimbursement schedule. (Refer to Dept. of State website for Int'l rates [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp))

Mileage – Schedule of rate included in the Travel Expense Form (ALLOWED FROM THE CLOSEST DUTY STATION TO DESTINATION example UMD to BWI RT)

Bridges & Tolls – receipt required