

UNIVERSITY OF MARYLAND
DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING
TRAVEL APPROVAL REQUEST
(Please fill out form entirely)

TAR # _____

DATE: _____

TRAVELER'S INFORMATION

LAST NAME: _____ FIRST NAME: _____

Is this traveler on UM Payroll? YES NO

SOCIAL SECURITY: _____ KFS ACCOUNT # _____

TRIP INFORMATION

TRAVEL AGENCY (specify name): _____ AIRLINE: _____

Please make certain itinerary is in compliance with the "[Fly America](#)" U.S.A. flag career requirement*

BUSINESS TRAVEL

DEPARTURE DATE: _____ RETURN DATE: _____

PERSONAL TRAVEL

DEPARTURE DATE: _____ RETURN DATE: _____

(If personal travel is involved, please provide comparison airfare for both business and personal travel dates)

ORIGIN: _____ AIRPORT: _____

DESTINATION: _____ AIRPORT: _____

TRIP PURPOSE: _____

Fill in all appropriate costs fields below:

Air/Rail: _____
Lodging/Housing: _____
Travel Meals[±]: _____
Phone/Internet: _____
Ground Transportation: _____
Personal Car Mileage: _____
(.535\$ per mile)
Conference Fee: _____
Other travel expenses: _____
TOTAL: _____

FOR OFFICE USE ONLY	Previous payments

[±] Domestic per diem rate: \$10 breakfast, \$12 lunch, \$25 dinner, [Foreign per diem](#)

COMMENTS: _____

* Confirm that travel arrangements are in full compliance with the [University of Maryland Travel Policy](#) and individual Sponsored Agreement requirements.

TRAVELER SIGNATURE DATE PI'S NAME & SIGNATURE DATE