



**PLEASE NOTE NEW POLICY:
EXPENSES MUST BE SUBMITTED
WITHIN 30 DAYS OF TRIP COMPLETION**

TRAVEL EXPENSE FORM

Last Name	First Name	Last 4 Digit SSN #
Home Address		E-mail

DATE						Total
Breakfast						
Lunch						
Dinner						
Lodging						
Taxi						
Air/Rail/Bus						
Car Rental						
Parking Fee						
Bridge/Tolls						
Telephone						
Conference Fee						
Gas						
Other Expenses						
Other Expenses						

Shared hotel room with _____

This section is mandatory and expenses cannot be submitted without times indicated

Date		
Time	start time (left for trip)	end time (returned home)
Complete only if claiming mileage		
From		
To		
Mileage (if claiming mileage please provide proof of mileage-for example mapquest directions)		

NOTES

- Hotel receipts must have cost per night plus taxes
- If 2 or more per room must have statement indicating cost of room is the same for single or double occupancy (this does not apply when 2 employees share hotel room)
- Car rentals must include rental agreement indicating no additional insurance was purchased Every receipt must indicate form of payment (check, cash, credit card)
- Gas is not reimbursable when using private vehicle or motor pool
- If receipts are missing any of the above information please contact hotel, car rental agency, etc. to obtain a receipt with all information required



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Instructions for Travel Expense Form:

1. Enter each date of travel at top of chart, one date per box in DATE row
2. Mark an 'X' for each meal you are seeking reimbursement. Remember, if a conference serves breakfast or lunch as part of the cost, you cannot claim the per diem for the meal period
3. For all other categories, enter the dollar amount of your receipt for each expense on the date incurred
4. Submit the completed form with all supporting receipts as one PDF to the following link:
<https://umd.app.box.com/f/9c558c360ad14cb1a24fb9d9a087872a>. Please name your file as LastNameFirstInitial_TravelExpenseForm (example: TaborD_TravelExpenseForm) before you upload your document.
5. Example below

DATE	7/11/2023	7/12/2023	7/13/2023	7/14/2023			Total
Breakfast		X	X	X			
Lunch				X			
Dinner	X	X	X				
Lodging	\$125.63	\$125.63	\$125.63				\$376.89
Taxi	30.00			30.00			\$ 60.00
Air/Rail/Bus	\$358.00						\$358.00
Car Rental							
Parking Fee							
Bridge/Tolls							
Telephone							
Conference Fee	\$500.00						\$500.00
Gas							
Other Expenses							
Other Expenses							