



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

AEROSPACE ENGINEERING TRAVEL REQUEST FORM

TRAVELER DETAILS			
NAME: First, Middle, Last		M/F:	
LAST 4 DIGITS SS#:		EMAIL:	
DATE OF BIRTH:		CELL:	
UMD ID (if applicable)			

PURPOSE OF TRAVEL			
WHAT IS THE PURPOSE of TRAVEL?			
LINK TO CONFERENCE WEBSITE (if applicable)			
ARE YOU PRESENTING?	YES		NO
IS ANY PORTION OF YOUR TRIP PERSONAL	YES		NO
<i>If so, please indicate the dates of personal travel and provide price comparisons for air travel:</i>			

TRAVEL DETAILS			
DEPARTURE AIRPORT/CITY:		ARRIVAL AIRPORT/CITY:	
DEPARTURE DATE:		RETURN DATE:	
DEPARTURE TIME:		RETURN TIME:	
DEPARTURE CARRIER/AIRPLANE:		RETURN CARRIER/AIRPLANE:	
DO YOU NEED UMD TO PREPAY YOUR AIRFARE?		YES	NO

ESTIMATED BUDGET (MUST BE COMPLETED)			
AIRFARE		AIRLINE	
CAR RENTAL*		OR INDICATE NO CAR RENTAL NEEDED	
CONFERENCE FEE		** Note regarding Per Diem Budget: Per diem rates based on GSA tables for destination city, are prorated for begin and end dates of travel and not applicable if meals are provided by conference. For purposes of budgeting, assume \$79 per day.	
HOTEL COSTS			
PER DIEM **			
GROUND TRANSPORTATION			
ESTIMATED MILEAGE (IF DRIVING)			
TOTAL COST:			

* **NOTE:** Car rental insurance CANNOT be reimbursed, do not add it to the rental agreement.

DEPARTMENT DETAILS	
ACCOUNT & PROJECT TO BE CHARGED:	
ACCOUNT NAME:	
ADVISOR/PI APPROVAL SIGNATURE:	



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Instructions for Travel Request Form:

1. Complete the Traveler Details. This information is used for booking your flight information; make sure it matches your Government issued ID.
2. Complete the Purpose of Travel section. Include a link to the Conference if applicable. Indicate if you are presenting because most travel awards are based on this criterion.
3. If any portion of your trip is personal please indicate the personal days. Note: Please provide an airfare comparison for Business Dates of travel. Careful records must be maintained to separate personal and business travel
4. Complete the Travel Details section. Dates are required for all travel. Airport details are required for all out of town travel. Provide the departure and arrival airport city codes if you need UMD to prepay your airfare.
5. Your Estimated Budget should include all estimated expenses.
6. Department Details must be completed and signed by your Advisor.
7. Submit the completed form with supporting documents as one PDF to the following link: <https://umd.app.box.com/f/9c558c360ad14cb1a24fb9d9a087872a>. Please name your file as LastNameFirstInitial_TravelRequestForm (example: TaborD_TravelRequestForm) before you upload your document.
8. Also upload a completed and signed [W-9](#)
9. If you have any questions, please email your questions to aetravel@umd.edu.
10. For UMD Travel Policies visit [UMD Travel Policies](#).