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| AEROSPACE ENGINEERING TRAVEL APPROVAL FORM |
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| **NAME:** |  |  |
|  **(LAST)** | **(FIRST)** |  | **(M.I.)** |
| **EMAIL ADDRESS:****(*must be UMD email address*)** |  **PHONE** |
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| **SOCIAL SECURITY #\_\_\_\_\_\_\_\_\_\_\_\_\_** | ***Do Not Use UID*** |
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| **DEPARTURE AIRPORT/CITY:** | **TO CITY/AIRPORT:** |
| **DATES OF TRAVEL****DEPARTURE DATE:** ***Please indicate all countries you will be traveling to*** | **RETURN DATE:** |
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| **PURPOSE OF TRAVEL:****(SPECIFY NAME OF CONFERENCE ATTENDING)****Are you presenting? Yes or No**Is any portion of the trip personal? If so please indicate the dates of personal travel |  |
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| **TRAVEL AGENCY:** Globetrotter (301) 570-0800  |  |
| **BUDGET (MUST BE COMPLETE)****Airfare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Car Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Car rental must be indicated. If not using please mark out*****Rental insurance CANNOT be reimbursed****Conference Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Hotel Costs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Estimated mileage if driving\_\_\_\_\_****TOTAL COST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Airline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **ACCOUNT AND PROJECT TO BE CHARGED:** |  **Project #****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **ADVISOR/PI APPROVAL:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |