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| AEROSPACE ENGINEERINGTRAVEL APPROVAL FORM | | | |
|  |  | | |  |
| **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:** | | | |
|  |  | | | |
| **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 #**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
|  |
| **ADVISOR/PI APPROVAL:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |