



Institute for Research in Electronics and Applied Physics

Travel Pre-Approval Request Form for Guests & Non-Employees

Guests and non-UMD employees (e.g., students not on payroll) traveling on behalf of and funded by the University of Maryland (state, DRIF, sponsored research) must seek pre-approval before any travel arrangements can be booked. The completed request form with supervisor's signature can be emailed to ireap-travel@umd.edu for processing and booking of travel arrangements. All travelers, including guests and non-employees, must abide by the [University of Maryland Travel Policies](#).

Traveler Information

First Name:

Middle Name:

Last Name:

Enter name as listed on government issued ID (e.g driver's license, passport) used for traveling.

Email:

Date of Birth (mm/dd/yyyy):

Gender:

Phone Number:

Home Address:

What is the UMD business reason for traveling?

Travel Details

Travel From (city, state, country):

Travel To (city, state, country):

Departure Date:

Return Date:

Transportation Mode:

If other, please explain:

Will this trip include personal travel?

Personal Travel Dates:

*If traveling by air or train, please attach a screenshot of preferred travel details (specific airline, flight/train numbers, dates, times, etc). We will do our best to honor preferences provided they are reasonable and abide by University policy (the least expensive, practical itinerary).
If using a personal vehicle, only mileage is reimbursable.*

Cost Estimate

Transportation (airfare, train ticket, car rental):

\$

Lodging:

\$

Hotel registration link (if applicable):

Check-in date:

Check-out date:

Conference Registration Fee:

\$

Conference registration link:

Ground transportation (Uber, Lyft, taxi):

\$

Parking Fees:

\$

Other:

\$

Will per diem be provided for meals?

Estimate for per diem:

\$

Per diem is automatically calculated by above travel dates and based on the [Federal Per Diem Schedule](#). Per diem cannot be claimed for meals provided by a conference or event. Please remove provided meals from above per diem estimate.

Total Trip Cost Estimate: \$

Will any personal expenses be reimbursed?

If personal expenses (e.g., taxi, parking fees, etc.) are expected to be reimbursed, the traveler must upload a W-9 (domestic address) or W-8 (international address) form to this secured Box folder as part of this request in order to be reimbursed. A travel expense statement, including original receipts, must be submitted to ireap-travel@umd.edu to seek reimbursement after the trip concludes.

Signature Approval

I approve the above traveler's request and authorize the cost of the trip to be charged to the following account:

KFS Account:

Supervisor/PI Signature:

Date: