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:

Driver Worktag Number (previously KFS number):

Supervisor/PI Signature: **Date:**