



Institute for Research in Electronics and Applied Physics Travel Expense Statement

Please send completed form to your travel coordinator.

Meredith Pettit mpettit1@umd.edu

Please submit the completed form within 30 days after your trip.

Upon return, provide original itemized receipts, proof of payment and Travel Expense Statement to your travel coordinator.

KFS #:	Object Code:	Trip #:
Today's Date (mm/dd/yy):	Mailing Address:	
UID:		
Name as it appears on your driver's license or passport:		
Date of Birth (mm/dd/yy):	Faculty	Graduate Student
Gender: Male Female	Staff	Invited Participant
Phone Number:	SSN: (Do not write your SSN on this form. Provide it to your travel coordinator personally or by phone after submitting the form.)	
Email:		

The traveler verifies they are eligible per campus COVID-19 Health and Safety compliance to travel.

How does this travel benefit the sponsored award? Purpose of Travel:

REIMBURSEMENT REQUESTS by DATE

Date (mm/dd/yy)											
Breakfast*											
Lunch*											
Dinner*											
Hotel/Lodging**											
Ground Transportation **											
Air/Rail**											
Parking Fees**											
Tolls**											
Telephone/Internet**											
Registration Fees**											
Vehicle Rental**											
Personal Auto Miles Travelled											
miles at (rate)											
Personal auto mileage rate = \$0.585										Total	

PERSONAL AUTO MILEAGE BY DATE (for gasoline reimbursement)

Please include google maps route as backup for reimbursement. Please complete times of travel and destination for all travel.

Date (mm/dd/yy)										
Start Time (am/pm)										
End Time (am/pm)										
From										
To										

*Only meals listed will be reimbursed and only up to the allowable per diem rates. The current domestic meal per diem is \$56.00/day: \$13 breakfast, \$15 lunch, \$28 dinner. Receipts are not required for meals at or under per diem rates. Additional reimbursement is not appropriate if a meal has been prepaid as part of a conference, hotel free breakfast plan, or the like.

**Original receipts must be obtained for all expenses not covered through per diem.

Please do not attach receipts for expenses not being requested. Do not list expenses paid by UMD.