

Travel Approval Request

All information must be provided

ARE YOU CURRENTLY ON THE UNIVERSITY PAYROLL? Y [] N [] (Not answering this question will delay your reimbursement)	KFS NUMBER: _____ TRIP # : _____
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First Name: _____
 Social Security # _____
 Phone #: _____

Last Name: _____
 Email: _____

Indicate which service you used:
 Travel On _____ Omega World Travel _____
 Globetrotter _____ Other Agency: _____

Form of Payment for Air/Rail Tickets:
 *Is there a 24 hour deadline for your special rate?__

Leaving From (airport): _____
 Traveling To: _____

Departure Date and Time: _____
 Return Date and Time: _____

Trip Purpose: _____

MAKE SURE TRAVEL ARRANGEMENTS ARE IN FULL COMPLIANCE WITH UNIVERSITY OF MARYLAND TRAVEL POLICY AND INDIVIDUAL SPONSORED AGREEMENT REQUIREMENTS FOR FEDERALLY SPONSORED TRAVEL. CONFIRM THAT IT IS IN COMPLIANCE WITH THE "FLY AMERICA" U.S.A. FLAG CARRIER REQUIREMENT. YOU CAN CHECK WITH THE BUSINESS OFFICE IF YOU ARE NOT SURE.

Estimated Costs					
Air/Rail		Phone/Fax		Personal Car Mileage	
Lodging/Housing		Ground Transportation		Conference Fee	
Travel/Meals/Hosting		Vehicle Rental		Other Travel Expenses	
		Motor Pool			

DOMESTIC Per Diem: \$47 per day
 Breakfast: \$10
 Lunch: \$12
 Dinner: \$25

Mileage is: \$0.57 ½
 per mile

University of Maryland Travel Agents:
 Omega World Travel: 301-403-4282
 Travel On: 301-403-4278
 Globetrotter Travel: 301-570-0800

Please list classes that will be missed:

Course	Section	Date	Time	Arrangements for Instructor

By signing this form, I agree that I have read, understand, and will abide by the University of Maryland's travel policy which can be accessed at <http://www/dbs.umd.edu/travel/policy/>. For more information, a tutorial can be accessed at www.dbs.umd.edu/travel/tutorial/online_policy/.

 Traveler's Signature

 Supervisor's Signature