

TRAVEL AUTHORIZATION REQUEST

Traveler: _____

Soc. Sec # _____

Date: _____

No Cost to University: _____

(Approval required for insurance purposes)

FRS #	
REQ #	
TAR ID #	
ELF ID #	
SUB CODE	

PURPOSE: (INCLUDE MEETING OR CONFERENCE NAME): _____

DEPARTURE DATE/TIME: _____

RETURN DATE/TIME: _____

ORIGIN: _____ DESTINATION: _____

METHOD OF TRANSPORTATION:

TRAIN: _____

AIR: _____

Note: FOREIGN TRAVEL on Federal Funds must utilize U.S. airlines in compliance with the "FLY AMERICA ACT" and requires prior approval.

Note: For prepaid tickets, please make arrangements with TRAVEL ON-800-333-2115 or (301) 403-4278, GLOBETROTTER (301) 570-0800 or 800-322-7032 OR OMEGA Travel-800-229-6634 or (301) 403-4282. You must indicate here which agency you will use. You may still use your own agency and get reimbursed after the travel. (If you purchase your own non-refundable tickets and are unable to travel for any reason, the University cannot reimburse you for the unused ticket. For your protection, we strongly recommend that you arrange for the University to purchase your ticket through TRAVEL-ON, GLOBETROTTER, or OMEGA).

TRAVEL ON _____ GLOBETROTTER _____ OMEGA _____ OTHER SOURCE: _____
(Check One) (Ticket will not be prepaid by UM)

State Car: _____

Personal Car: _____

(Current reimbursement rates online at <http://www.dbs.umd.edu/travel/services/rates/pov.php>)

Pre-approval is required for use of personal car:

http://www.umces.edu/sites/default/files/pdfs/private_vehicle_authorization_form.pdf

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ESTIMATED EXPENSES* (Include prepaid expenses in total):

Travel (Air/Rail) \$ _____

Lodging/Housing \$ _____

Travel Meals/Hosting \$ _____

Phone/Fax/Communication \$ _____

Ground Transportation	\$ _____
Car Rental	\$ _____
State Car Rental	\$ _____
Personal Car Mileage	\$ _____
Conference Fee	\$ _____
Other Travel Expenses	\$ _____
TOTAL	\$ _____

ACCOUNT(S) TO CHARGE

Grant #: _____

To the best of my knowledge this travel is in accordance with the project that it has been assigned to as outlined in the terms and conditions of the award.

Principal Investigator Approval: _____

The funds for the above-indicated travel have been budgeted and available under the terms and conditions of the assigned award.

Business Manager Approval: _____