UMCES- Institute of Marine and Environmental Technology

Trip Schedule and Travel Expense Estimate

\*Name:

\*Departure Date: \*Return Date:

Approximate time of departure: Approximate time of return:

\*Trip Purpose:

**\*If this trip is being charged to a grant, please justify how this travel directly relates to the account being charged:**

\*\*Account to be Charged:

E-mail address:

Will your travel arrangements be reserved through the UMCES-IMET administrative office?

Yes \_\_\_ No \_\_\_

* If yes, please indicate a time of day that you would prefer to travel

NOTE: University Travel Agencies must have assigned Travel Request within 24 hours of arrangements.

**Detail of Reimbursement Expenses**

1. Standard per diem for domestic travel- $45 per day X day(s) =

($9 breakfast) ($11 lunch) ($25 dinner)

Foreign travel is reimbursed at the applicable US Department of State M&IE rate without receipts.

1. Airfare estimate:
2. Hotel rate (Please include an estimated 20% for tax):
3. Estimated ground transportation fees (Airport parking, taxis, rental car, tolls):
4. Other estimated expenses (Conference Registration, Personal Vehicle Mileage):
5. \*\*Estimated total:

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 been budgeted and available under the terms and conditions of the assigned award.

Business Manager Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_