UNIVERSITY OF MARYLAND

Material Sciences & Engineering
Chemical & Biomolecular Engineering
Fire Protection Engineering

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 MSE-ChBE-FPEtravel@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 (i.e. driver's license, passport) used for traveling.

Email: _____ **Date of Birth (mm/dd/yyyy):** _____ **Gender:** **Male** ☐ **Female** ☐

Cell 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:

For Air Travel:

Pre-check #:

Frequent Flyer #:

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 – Complete if you are making your own travel reservation

Transportation (airfare, train ticket, car rental):	$
Lodging: (Hotel, AirBnB, etc.)	$
Reservation link (if applicable):	
Check-in date: Check-out date:	
Conference Registration Fee:	$
Conference registration link:	
Personal Car Mileage @ $.76 per mile Jul 1, 2026 (Prior to 6/30/2026 $.72 per mile)	$
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 hotel, conference or event. Please remove provided meals from above per diem estimate. **Gratuity cannot exceed 18%.**

Total Trip Cost Estimate: $

Will any personal expenses be reimbursed? ☐ **Yes** ☐ **No**

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 MSE-ChBE-FPEtravel@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: **Office Use Only**

Driver Worktag: **Supervisor/PI Signature:** **Date:**