



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: Frequent Flyer #:

Pre-check #: Personal Travel Dates:

Will this trip include personal travel?

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

Table with 2 columns: Description, Amount (\$). Rows include Transportation (airfare, train ticket, car rental), Lodging (Hotel, AirBnB, etc.), Conference Registration Fee, Personal Car Mileage, 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.

Will any personal expenses be reimbursed? Yes No

Total Trip Cost Estimate: \$

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

KFS Account:

Supervisor/PI Signature:

Date: