



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

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 @ \$.67 per mile Jan 1, 2024 (Prior to 1/1/2024 \$.655 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.

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

Driver Worktag:

Supervisor/PI Signature:

Date: