

TRIP #: _____

REQUISITION#: _____



ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT TRAVEL APPROVAL REQUEST

KFS #: _____ **Object-code:** _____
Soc. Sec. #: _____ **Last Name:** _____ **First Name:** _____
Email: _____ **Phone:** _____

Indicate which service you used (please check one)
 Globetrotter Travel-On Inc Omega World Travel
Form of Payment for Air/Rail Tickets:
 Department Diner's Club Personal Credit Card
 Other agency (specify) _____ **Specify Airline** _____ **Airfare Rate Expires:** _____

Leaving from (city/state & airport): _____ **Departure date:** _____
Traveling to (city/state & airport)*: _____ **Return date:** _____

*When traveling to more than location, please attach itinerary. Include dates.

Trip Purpose: _____

PLEASE MAKE SURE TRAVEL ARRANGEMENTS ARE IN FULL COMPLIANCE WITH UNIVERSITY OF MARYLAND TRAVEL POLICY AND FEDERALLY SPONSORED AWARD. CONFIRM AIRFARE IS IN COMPLIANCE WITH THE "FLY AMERICA" U.S.A. FLAG CARRIER REQUIREMENT IF FEDERALLY SPONSORED TRAVEL.

IF YOU ARE COMBINING PERSONAL AND BUSINESS TRAVEL, EXPENSES WILL BE REIMBURSED FOR THE DAYS OF BUSINESS TRAVEL ONLY. AIRFARE RATE COMPARISON MUST BE PROVIDED.

Estimated Costs (it is better to over-estimate than to underestimate):

Air/Rail	\$ _____	Ground Transportation	\$ _____	Conference Fee	\$ _____
Lodging/Housing	\$ _____	Vehicle Rental/Motor Pool	\$ _____	Other Travel Expenses	\$ _____
Travel Meals/Hosting	\$ _____	Personal Car Mileage	\$ _____		
Phone/Fax/Communication	\$ _____	Parking	\$ _____		

TOTAL EXPENSES \$ _____

Travel request form must be submitted to ECE Business Office two weeks prior to departure date.

For University of Maryland policies, rates, and travel information visit <http://www.dbs.umd.edu/travel>

\$47 Per Diem* 7/1/17

Foreign M&IE

POV Rate is \$0.58 per mile-as 1/1/19- FY19

Breakfast*: \$10.00

Breakfast: 15%

Mileage is measured from the closer of the duty station or point of departure to destination & return for travel during normal work schedule, actual mileage driven is reimbursable.

Lunch: \$12.00

Lunch: 25%

Dinner*: \$25.00

Dinner: 60%

***Purchase of Alcoholic Beverages is not permitted.**

***Breakfast reimbursed on first day of travel only if departing residence before 6:30am.**

***Dinner reimbursement on your last day, only if returning home after 6:30pm**

University of Maryland Travel Agents

Globetrotter: (301) 570-0800, travel@globetrottermgmt.com

Omega World Travel: 877-403-4282, umd@owt.net

Travel-on: (301) 403-4278, travelon@tvlon.com

UMCP Motor Pool (301)405-5482 <https://www.dbs.umd.edu/Motor/> (rent University vehicle)

Faculty Members, please list all classes that will be missed. For undergraduate and CORE graduate courses, please arrange to have another professor teach the class in your absence. If this is not possible or there are extenuating circumstances and a TA/RA/Post-Doc will teach the class, please provide a brief description of their qualifications. When rescheduling a course, faculty should select a time when all students will be in attendance. Lecture notes should be provided to students who, in rare instances, are unable to attend.

Course	Section	Date	Time	Description of Arrangements

I certify that this travel is directly related to the project and all prior written approvals have been obtained from the agency and that any related course arrangements are in compliance with Department policy as described above.

Approving Authority (please print) _____

Faculty Signature

Department Chair's Signature