

TRIP #: \_\_\_\_\_

REQUISITION#: \_\_\_\_\_



# ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT TRAVEL EXPENSE STATEMENT

KFS #: \_\_\_\_\_ Object-code: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**NON Employee - please provide home address, reimbursement will be mailed to address entered below.**

Street Number: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Leaving from (city/state, airport): \_\_\_\_\_ Departure date: \_\_\_\_\_ Time: \_\_\_\_\_

Traveling to (city/state, airport)\*: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*When traveling to more than one location, please attach itinerary. Include dates. (Time determined by departure/return to residence)

Trip Purpose: \_\_\_\_\_

**STUDENT TRAVELERS TO ENSURE COMPLIANCE WITH THE FEDERAL CLERY ACT, MUST PROVIDE THE SPECIFIC ADDRESS OF LODGING/HOUSING**

Street Number: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### REIMBURSEMENT REQUESTS:

Date (MM/DD/YY)								Totals
	<b>US Rates</b>	<b>M &amp; IE</b>						
Breakfast*	\$13.00	15%						
Lunch	\$15.00	25%						
Dinner*	\$28.00	60%						
Air/Rail*- <b>Boarding Passes</b>								
Lodging/Housing*								
Phone/Fax/Internet*								
Ground Transportation*								
Vehicle Rental*								
Personal car mileage								
Conference Fee*								
Parking Fees*								
Other Travel Expenses*								

\*Original itemized receipts must be obtained for these expenses and air/rail boarding passes

Daily Domestic Meal Rate \$56.00 includes tax and tip. (9/1/19) Expense Total \$ \_\_\_\_\_

Prior to 9/1/19 \$47.00 daily (\$10 breakfast, \$12 lunch, \$25 dinner)

M & IE Rates for foreign travel (meal and incidental expenses) visit <http://aoprals.state.gov>

\*Breakfast reimbursement 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

Foreign exchange rates, please visit <http://www.oanda.com/>

UMD travel information, please visit <http://www.dbs.umd.edu/travel/>

PRIVATE AUTO MILEAGE BY DATE (for gasoline reimbursement): City of Departure: \_\_\_\_\_ zip code: \_\_\_\_\_

Please indicate if your departure is from campus

Date (MM/DD/YY)							
Miles Traveled							
Reimbursement Rate	\$0.575	\$0.575	\$0.575	\$0.575	\$0.575	\$0.575	\$0.575
Total to be reimbursed							

POV rate is \$0.575 per mile, (01/01/2020). Mileage is measured from the closer of the duty station or point of departure to destination & return for travel during normal work schedule, for travel on days not part of normal work schedule, actual mileage driven is reimbursable.

I certify that I am the "traveler" for the trip listed on this document and that the expenses claimed are in full compliance with university and USM travel policies and with any sponsored program restrictions and will not be/have not been otherwise reimbursed. I further certify that I have provided original receipts, as required, to be retained in the department file.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

Approving Authority Name/Title \_\_\_\_\_ Signature \_\_\_\_\_

Please Print