

Business Office Use:

KFS# _____

REF# _____

TAR# _____

iSchool Travel Approval Form – iSchool EMPLOYEE

(ALL SECTIONS MUST BE COMPLETED)

COMPLETED FORMS SHOULD BE EMAILED TO ischooladmin@umd.edu

PERSONAL INFORMATION	
Full Name (Last, First)	
UID	
Email	
Phone	

TRIP INFORMATION	
Mode of Travel	<input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Personal Vehicle
Travel From (City & Airport)	
Travel To (City & Airport)	
Departure Date	
Return Date	
Travel Agency	<input type="checkbox"/> Travel-On <input type="checkbox"/> Omega <input type="checkbox"/> Globetrotter <input type="checkbox"/> Booked Own Travel
Additional Travel Info (i.e. multiple destinations, personal travel included, etc.)	
Trip Purpose	

FUNDING	
Account Number*	

*If grant or contract funds, your signature below certifies travel is directly related to the project and within the scope of the approved budget.

ESTIMATED EXPENSES	
Transportation*	
Lodging	
Per Diem	
Registration Fee	
Other	
TOTAL:	

*Includes air, rail, ground transportation, and mileage.

Domestic Per Diem Rate

Breakfast: \$15.00

Lunch: \$18.00

Dinner: \$30.00

Total: \$63.00

[International Per Diem Rates](#)

Mileage Reimbursement Rate:

\$0.625/mile

APPROVAL SIGNATURES	
Traveler Signature	
Trip Sponsor/PI Signature	

This travel form must be completed and submitted by all faculty, staff, and students traveling out-of-state, overnight in-state, or internationally on official university business prior to the trip. University System business conducted in the "Washington D.C. Metropolitan Area is classified as in-state travel and does not require prior approval.

*****Please Review [UMD's Traveler's Guide](#) Prior to Trip*****