



COLLEGE OF
INFORMATION
STUDIES

iSchool Travel Reimbursement Request Form for Cancelled Non-Refundable Travel
COMPLETED FORMS SHOULD BE EMAILED TO ischooladmin@umd.edu

Important Notes:

For reimbursements for your non-refundable travel:

- a. Include your original payment receipt (with proof of expense on your account)
- b. Include written notification from travel provider that a refund will not be provided (the best way to obtain this is to reach out to their customer service)
- c. Please sign statement from you stating that you have not and will not receive a refund for these expenses.

We will be able to process reimbursement requests for non-refundable expenses *after* the original dates of your intended travel. We cannot provide reimbursement for bookings that will be credited for future use. If you are in this situation and you use this credit for a future approved University trip, you can be reimbursed for that expense after that trip.

PERSONAL INFORMATION

Full Name (Last, First)	
Email	
Phone	

TRAVEL INFORMATION

Mode of Travel	Air	Rail
Airline Name		
Travel From/To		
Intended Departure Date & Return		
Total		

LODGING INFORMATION**Name of Hotel****Address****Dates Booked****Total****REGISTRATION FEE****Conference/Event Name****Location****Dates****Total****OTHER TRIP EXPENSES****Provide specific information for any other items/services that were non-refundable****Total****APPROVAL SIGNATURE**

By signing this statement, you are saying that you have attempted to receive a reimbursement and are providing written documentation stating that a reimbursement or credit will not be provided from the travel provider.

Reimbursement Total**Traveler Signature**