



Business Office Use:	
KFS#	_____
REF#	_____
TAR#	_____

iSchool Travel Approval Form – NON-iSchool EMPLOYEE

(ALL SECTIONS MUST BE COMPLETED)

*COMPLETED FORMS SHOULD BE EMAILED TO ischooladmin@umd.edu with a completed and signed [W-9](#)

PERSONAL INFORMATION	
Full Name (Last, First)	
Mailing Address	
Email	
Phone	
iSchool Sponsor	

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>(i.e. multiple destinations, personal travel included, etc.)</i>	
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:	

Domestic Per Diem Rate	
Breakfast:	\$10.00
Lunch:	\$12.00
Dinner:	\$25.00
Total:	\$47.00
International Per Diem Rates	
Mileage Reimbursement Rate:	
\$0.58/mile	

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

APPROVAL SIGNATURES	
Traveler Signature	
Trip Sponsor/PI	

This travel form and a completed W-9 must be completed and submitted by all visitors in an official capacity prior to the trip.

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