



Business Office Use:

KFS# _____

REF# _____

TAR# _____

INFO Travel Reimbursement Request Form

[THIS FORM MUST BE SUBMITTED WITHIN 90 DAYS OF TRAVEL]

COMPLETED FORMS SHOULD BE EMAILED TO infoadmin@umd.edu

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

TRIP INFORMATION	
Mode of Travel	___ Air ___ Rail ___ Personal Vehicle
Travel From (City & Airport)	
Travel To (City & Airport)	
Departure Date	
Departure Time	
Return Date	
Return Time	
Additional Travel Info (i.e. multiple destinations, personal travel included, etc.)	
Trip Purpose	

FUNDING	
Account Number*	

**If grant or contract funds, your signature certifies travel is directly related to the project and prior approval from funding agency has been obtained.*

LIST TRIP EXPENSES ON PAGE 2

Once this form and all receipts are submitted to the iSchool Business Office you will receive confirmation of your reimbursement being processed.

UMD employee reimbursements will be added to employee paychecks.

Non-UMD employees will receive a check in the mail from the State of Maryland.

Non-UMD employee reimbursements can take up to 8 weeks to be processed.

[UMD's Traveler's Guide](#)

TRAVEL EXPENSES BY DATE (insert date in top column, and expenses for that day below)								
DATE:								TOTAL
BREAKFAST*								
LUNCH*								
DINNER*								
LODGING								
AIRFAIRE/RAIL								
TAXI/CAR SERVICE								
BUS/METRO								
AUTO RENTAL								
PARKING/TOLLS								
REGISTRATION FEE								
OTHER								
* Use per diem meal rate								TOTAL:

PERSONAL VEHICLE MILEAGE (provide map printout for each trip)				
DATE	FROM	TO	# OF MILES	REIMBURSEMENT

Important Receipt Notes:

- Receipts/documentation required for all items listed on this sheet other than per diem.
- Lodging and Airfare requires itemized receipts listing all charges, and credit card charged.
- Receipts older than one year old can not be reimbursed.
- No reimbursements will be made for any insurance purchased for trip.

Domestic Per Diem Rate

Based on travel location

International Per Diem Rates

Mileage Reimbursement

Rate: \$0.70/mile

APPROVAL SIGNATURES	
Reimbursement TOTAL	
Traveler Signature	
Trip Sponsor/PI	