



SLLC Travel Approval Request Form

(Use this form to set up a trip record prior to your travel departure)

Instructions:

1. Complete the form and send to sllc-travel@umd.edu at least 30 days prior to your trip.
2. After approval is received, check with Charlotte Tai (ytai@umd.edu) for help with air and hotel reservations, as needed.
3. Keep original itemized receipts and boarding passes to submit with SLLC Travel Reimbursement Form upon your return

Name: _____ SS No.: _____

Mailing Address (if not on payroll): _____

Email: _____ Contact No.: _____

Faculty GA/RA/TA Graduate Student/Not on Payroll Staff Invited Participant/ Not on Payroll

PURPOSE OF TRIP: (Presenting or Participating in conference - please specify: Conference Name, Dates, Venue)

If you would like Charlotte to help with travel arrangements, please check here:

Departure Date: _____ Return Date: _____

Origin: _____ Destination: _____

Estimated Expenses	Amount	Funding Source	Amount	KFS No.	Award Letter
Air/Rail		SLLC DRIF			
Lodging/Housing		SLLC Revolving			
Travel Meals/Hosting		DEPT			
Internet		ARHU			
Ground Transportation		Grad Sch			
Parking		Other Unit			
Vehicle Rental/Motor Pool/Gas		Grant			
Privately Owned Vehicle Mileage		UMCP/UM Fdn			
Conference Fee					
No Cost to the University					
Total Estimated Expenses:		Total Funds:			

Approved by: _____ Date: _____

To be completed by SLLC Business Services:	Date of request: _____	TAR#: _____
Req#: _____ Sub code: _____	BA3 date entered: _____	Form Updated: MY 11/11/15