



SLLC Travel Approval Request Form

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

Instructions:

- 1. Complete form and send to slc-travel@umd.edu for approval at least 30 days prior to trip
2. After approval is received, submit to Travel Specialist (JMZ 3215G), who can help with air and hotel reservation if needed
3. Provide original itemized receipts and Travel Reimbursement Request Form to Travel Specialist upon return

Name: _____

Email: _____ Phone No.: _____

Mailing Address: _____

Faculty Graduate Student Staff Invited Participant

Purpose of Trip: (Please specify: Conference Name, Dates, Venue)

Departure Date: _____ Return Date: _____

Origin: _____ Destination: _____

Table with 2 columns: Estimated Expenses, Expense Amount. Rows include Air/Rail, Lodging/Housing, Travel Meals/Hosting, Ground Transportation, Parking, Vehicle Rental/Motor Pool/Gas, Personal Car Mileage, Conference Fee, Other, No Cost to the University, and Total Estimated Expenses.

Department Head Approval:

KFS Account: _____ Account/Project Name: _____

USM/UMCP Foundation Acct: _____ Foundation Acct Name: _____

Authorized Name: _____

Authorized Signature: _____ Date: _____

To be completed by SLLC Business Services: TAR#: _____ Sub Code: _____ Date of Request: _____ Date Entered: _____