



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 sllc-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: \_\_\_\_\_

TTK Faculty PTK 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: \_\_\_\_\_