

UMBC FINANCIAL SERVICES E-Travel Request Manual Form

Questions and comments should be sent to: travel@umbc.edu

NOTE: All fields denoted with a * are required fields and must be filled in before submission.

If this is a supplemental, Yes No
mark "Yes".*

If "Yes", enter original TR number:

Travel Agency: * If "Other", specify:

Department: *

Last Name: * **First Name: ***

Are you an employee? * Yes No **Employee SSN#:**

If no Social Security Number, specify Visa status below.

Visa Type: **Passport/Visa Number:**

DISTRIBUTION OF CHARGES							
FUND	DEPT	P-FIN	ACCOUNT	P-OPR	PROJECT	ACTIVITY	R-TYPE

Costs

Air/Rail/Bus: * \$ Air: * Yes No Rail: * Yes No

Reimbursable Expenses: * \$

Travel

Departure Date: * / / **Return Date: ***
(MM/DD/YYYY) (MM/DD/YYYY)

Origin: * **Origin Code:**

Destination: * **Destination Code:**

Trip Purpose:*

*Confirm that travel arrangements are in full compliance with UM travel policy and sponsored program requirements.

For federally sponsored travel, confirm that itinerary is in compliance with the "Fly America" U.S.A. flag carrier requirement.

US Airline Name: Specify, if other:

sponsored Funds, add Remarks Here:

Contacts

Department Contact Name:*

Department Contact Phone: *

Department Contact E-mail: *
(e.g. username@hostaddress.com)

Approving Authority E-mail: *
(e.g. username@hostaddress.com)

Approving Authority Name:*

Approving Authority Phone:

CC:

(e.g. username@hostaddress.com, username2@hostaddress.com)

Comments

Completed and approved Travel Approval Requests should be sent to: ***travel@umbc.edu*** by the authority.

Thank you.

Contact Information

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1000 Hilltop Circle
Baltimore, MD 21250

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Email: travel@umbc.edu