



TRAVEL APPROVAL REQUEST
UNIVERSITY OF MARYLAND
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
Business Office Phone : 301-405-1878 Fax : 301-314-2600

Are you an employee? Yes No

Name _____ Title _____
Traveler Traveler

UID# _____ Account # _____ Email _____

No SS#, Specify Visa status:

Visa Type _____ Passport/Visa # _____

Means of transportation:

Air Auto, private- estimate mileage _____
 Rail Bus

Date of Departure: _____ Date of return: _____

Origin: _____ Destination: _____

Federally sponsored travel requires compliance with the "Fly America" USA flag carrier requirement. If federally sponsored specify:

US Airline name to comply: _____

Purpose of trip & Relation to Project

Est. transportation cost: _____ Est. other costs: _____ Est. total cost: _____
\$ _____ \$ _____ \$ _____

If ticketing is required please contact one of the following University contract travel agencies directly and provide the following information:

Globetrotter Phone: 301/570-0800
 Omega Phone: 301/403-4282
 Travel-On Phone: 301/403-4278
 Non University ticketing

Comments: _____

Travel is approved subject to its conduct in compliance with University travel regulations.

Signatures:

Traveler (Signature) Date

Authorizing Authority (Signature) Date

(The authorized signature is mandatory. The PI or designated representative approves Contract/Grants funds. All non-allocated resources must be approved by the Chair of Chemistry/Biochemistry.)