

Travel Approval				Travel Expense	
<u>Employee Name</u>		<u>Department</u>	<u>Supervisor Name</u>		<u>Supervisor Contact Information</u>
Trip Information					
<u>Conference Name</u>		<u>Location</u>	<u>Reason for Traveling</u>		<u>Departure Date</u>
<p style="color: red; font-size: small;">*Please include all supporting documents along with this form to complete your travel approval/ expense statement 30 days prior to your trip: a). Print out of Conference & Registration b) Printout of Conference / Event Schedule & Agenda C). If Driving , Map Quest (to & from Mileage) d). Print out of Air / Rail Quote & Hotel Quote d). Receipts for I.e Plane ticket, Bagge receipt, parking , toll, meals. As per UMCP Travel policy, during an employee's normal work schedule, mileage for travel will be calculated from the closer of the duty station or point of departure to destination and return(http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php)</p>					
Mileage Information					
<u>Trip Date</u>	<u>Event Name/ Reason for Travel</u>		<u>From</u>	<u>To</u>	<u>Miles</u>
Total Mileage:					0
Meals				Other Expenses	
<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Date</u>	<u>Expense Description</u>
Total			\$0.00	Total:	
					\$ -
<p>Per-Diem Rates for <u>Out of State Travel ONLY</u></p> <p>Breakfast: \$10.00 Lunch : \$12.00 Dinner: \$25.00</p>					
Thank you!				X _____ Supervisor Signature	