ENGLISH DEPARTMENT TRAVEL PROCESSING FORM

Please return this completed form to the Business Office in Tawes 2119 or by email to english_business@umd.edu at least one week prior to your trip. Please note that without such notice the Business office may be unable to reimburse your trip.

1. Today’s date: _________________  2. Have you had a Travel Request Form approved for this trip? Y or N

TRAVELER and TRIP INFORMATION

3. Name: ______________________________________  4. Email: ______________________________________

5. SSN (NOT UID): ________ -________-___________  6. Dates of trip: _____________ to_______________

7. Reason for travel/Conference name: ____________________________________

8. If you are traveling to a conference, are you presenting or otherwise participating? Y or N

EXPENSE INFORMATION

9. Traveling from (airport, train station or, if driving, city): ____________________ to ____________________

10. Air/Rail cost OR expected driving mileage $____________ or _________miles

11. Did you purchase your air/rail ticket through Globetrotter? Y or N


15. Are you requesting per diem ($45/day; no receipts necessary)? Y or N

FUNDING INFORMATION

16. Source(s) of funding (please mark all that apply):

Travel funds and/or Research funds and/or Travel Award: _______________________

17. If you have applied for a travel award, have you already received the award? Y or N

18. If you are traveling to a conference—is the conference covering any of your expenses? Y or N

If Y, please list: _______________________

18. If you are traveling to a conference—will you receive an honorarium? Y or N