



**TRAVEL APPROVAL REQUEST**

**RETURN TO:**  
 English Business Office  
 2119 Tawes Hall  
 College Park, MD  
 301.405.3813

**OR, EMAIL TO:**  
 English\_Business@UMD.edu

**ALL TRAVELERS:**

Please return this completed form to the English Business office **along with proof of invitation or acceptance to the conference or event you are attending.**

For research travel, no invitation or acceptance is required.

**GRAD STUDENTS:**

In order to use departmental travel funds for a trip, you must make a good faith application to either an ARHU or Goldhaber award for each trip you plan to take.

Please indicate in the funding section of this form which award you have applied to, and **include proof of application when you submit this form.**

**FOR REIMBURSEMENT:**

Submit **original, itemized receipts** showing **proof of payment** upon your return.

No receipts are required for per diem (max \$45/day).

**DEPARTMENTAL APPROVAL:**

Signature:

Date:

**INTERNATIONAL TRAVEL APPROVAL:**

Signature:

Date:

**TRAVELER INFORMATION**

1. TRAVELER'S NAME: \_\_\_\_\_
2. TRAVELER'S SS# (REQUIRED): \_\_\_\_\_
3. TRAVELER'S EMAIL: \_\_\_\_\_
4. US CITIZEN?    YES                      NO

**TRIP INFORMATION**

5. CONFERENCE/ RESEARCH PROJECT NAME: \_\_\_\_\_
6. CONFERENCE/ RESEARCH PROJECT LOCATION: \_\_\_\_\_
- 7a. CONFERENCE/ RESEARCH PROJECT START DATE: \_\_\_\_\_
- 7b. END DATE: \_\_\_\_\_
8. DETAILS OF CONFERENCE PARTICIPATION: \_\_\_\_\_

**TRAVEL LOGISTICS**

- 9a. DEPART DATE: \_\_\_\_\_
- 9b. RETURN DATE: \_\_\_\_\_
10. TRANSPORTATION:    AIR                      RAIL                      BUS                      CAR
- 11a. AIR/RAIL/BUS/ DRIVING ORIGIN: \_\_\_\_\_
- 11b. DESTINATION: \_\_\_\_\_
12. TRAVEL AGENCY:    GLOBETROTTER                      NONE
13. HOTEL NAME: \_\_\_\_\_
- 14a. CHECK-IN DATE: \_\_\_\_\_
- 14b. CHECK-OUT DATE: \_\_\_\_\_
15. RESERVATION CONFIRMATION # (IF DEPT. WILL PAY): \_\_\_\_\_

**EXPENSE AND FUNDING INFORMATION**

| Expense                   | # Days/Miles | Price |
|---------------------------|--------------|-------|
| Air/Rail/Bus              |              |       |
| Conf fee                  |              |       |
| Car rental/ Gas           |              |       |
| Ground Transportation     |              |       |
| Hotel/Lodging             |              |       |
| Other (list):             |              |       |
| Per diem (\$45/day):      |              |       |
| Driving Miles (0.54/mile) |              |       |
| <b>TOTAL</b>              |              |       |

**SOURCE OF FUNDING:**

- ENGL. TRAVEL
- RESEARCH
- GRAD TRAVEL
- GOLDBABER
- ARHU AWARD

**GRAD STUDENTS' AWARD STATUS:**

- APPLIED
- RECEIVED

**OTHER NOTES FROM TRAVELER**

I attest that the above information is correct to my best knowledge and belief.

**TRAVELER'S SIGNATURE:**

**DATE:**