

ELF ID # \_\_\_\_\_

TRIP ID # \_\_\_\_\_

REQ # \_\_\_\_\_

## DEPARTMENT OF GEOLOGY TRAVEL AUTHORIZATION REQUEST

Traveler: \_\_\_\_\_ Date: \_\_\_\_\_ SS # \_\_\_\_\_

ORIGIN CODE/AIRPORT: \_\_\_\_\_ DESTINATION CODE/AIRPORT: \_\_\_\_\_

PURPOSE (Name of meeting, title of paper, etc.): \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

FOREIGN TRAVEL on Federal Funds must utilize U.S.A. airlines in compliance with the "FLY AMERICA ACT" and requires prior approval. UPAS required and must be submitted with foreign travel requests or domestic travel that requires rebudgeting. Please allow extra time for ORAA approval of UPAS or Agency Letter. UPAS must include request for Visa reimbursement approval.

### METHOD OF TRANSPORTATION:

\_\_\_\_ AIR For prepaid tickets, please make arrangements with OMEGA Travel-800-229-6634 or 301-403-4282 OR TRAVEL ON-800-333-2115 or (301) 403-4278. You must indicate here which agency you will use. You may still use your own agency and get reimbursed after the travel. (If you purchase your own non-refundable tickets and are unable to travel for any reason, the University cannot reimburse you for the unused ticket. For your protection, we strongly recommend that you arrange for the University to purchase your ticket through OMEGA or TRAVEL-ON).

\_\_\_\_ OMEGA \_\_\_\_ TRAVEL ON AIRLINE NAME \_\_\_\_\_

\_\_\_\_ OTHER SOURCE (ticket will not be prepaid by UM)

Is there a ticketing deadline? \_\_\_\_\_ If yes, deadline date \_\_\_\_\_

**Please note: Requests without travel agency and airline information cannot be processed.**

\_\_\_\_ State Car Reserve your car by calling Motor Pool x55482. Be prepared to have your FRS account and OSTR number.

\_\_\_\_ Personal Car

NO COST TO THE UNIVERSITY \_\_\_\_\_ (Approval required for insurance purposes)

**ESTIMATED EXPENSES:**

Travel	\$ _____	(Airline or Rail Charges, State Vehicle)
Lodging/Housing	\$ _____	
Travel/Meals/Hosting	\$ _____	
Phone/Fax/Communication	\$ _____	
Ground Transportation	\$ _____	
Vehicle Rental/Motor Pool	\$ _____	
Personal, Car Mileage (rate per mile)	\$ _____	
Conference Fee	\$ _____	
Other Travel Expenses	\$ _____	
<b>TOTAL</b>	\$ _____	

\*Access <http://www.dcbs.umd.edu/travel> for information about high cost areas, foreign rates, and deadlines.

**TEACHING:**

Teaching duties during your absence: \_\_\_\_\_

Guest instructor's name (or explain other arrangements) \_\_\_\_\_

Dates of Rescheduled Classes \_\_\_\_\_ No Classes \_\_\_\_\_

**ACCOUNT(S) TO BE CHARGED:**

FRS No: \_\_\_\_\_ Agency: \_\_\_\_\_ Grant No: \_\_\_\_\_

UPAS or AGENCY Letter Sent for Approval (Date): \_\_\_\_\_

NASA Authorization (if required): \_\_\_\_\_

P.I. Signature and Date: \_\_\_\_\_

Approved by Chair: \_\_\_\_\_