

**Geology Travel  
Authorization Request**



**Date:** \_\_\_\_\_

**Traveler:** \_\_\_\_\_

**SS #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Department use ONLY	
KFS#:	_____
Req#:	_____
Trip ID:	_____

**Traveler Type:**

faculty

student employee

staff

No Cost to University  
(for insurance purposes only)

student

volunteer/affiliate

other

Personal Travel Only

**Account(s) to charge:**

KFS # / Grant #: \_\_\_\_\_

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

Chair Signature & Date: \_\_\_\_\_

**Purpose of Trip:**

**Benefit to Project:**

**Teaching Duties:**

**Departure Date:** \_\_\_\_\_

**Origin (Airport Code):** \_\_\_\_\_

**Return Date:** \_\_\_\_\_

**Destination (Airport Code):** \_\_\_\_\_

**Transportation Method:**

train

bus

air     airline (if booked) \_\_\_\_\_

personal car (2020 mileage rate: \$0.56/mile)

other: \_\_\_\_\_

*Add Multiple Locations & Dates (if applicable):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*NOTE: If Geology will be paying for your (airline/train/etc.) tickets, please provide your DOB: \_\_\_\_\_

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<b>Estimated Costs:</b> (Include prepaid expenses in total)	
<b>Air</b>	\$
<b>Rail</b>	\$
<b>Lodging/Housing</b>	\$
<b>Travel Meals/Hosting</b>	\$
<b>WiFi/Communication</b>	\$
<b>Ground Transportation</b>	\$
<b>Car Rental</b>	\$
<b>MTS Vehicle Rental</b>	\$
<b>Personal Car Mileage</b>	\$
<b>Parking</b>	\$
<b>Conference Fee</b>	\$
<b>Travel Insurance</b>	\$
<b>Group Events/Catering</b>	\$
<b>Other Travel Expenses</b>	\$
<b>Total</b>	\$

<b>Travel Awards</b> <i>(if applicable)</i>	
<b>Award</b>	<b>Amount</b>
	\$
	\$
	\$
	\$

<b>Notes / Additional Info:</b>

<b>Domestic Per Diem Rates:</b>	
<b>Breakfast:</b>	<b>\$13.00</b>
<b>Lunch:</b>	<b>\$15.00</b>
<b>Dinner:</b>	<b>\$28.00</b>
<b>Total</b> <i>(including tax &amp; tip):</i>	<b>\$56.00</b>

\*NOTE: FOREIGN TRAVEL on Federal Grants **must** utilize US airlines in compliance with the “FLY AMERICA ACT” **and** requires prior approval.

## **University System of Maryland Travel**

The University of Maryland System's travel policies are intended to facilitate travel and travel arrangements; to provide full reimbursement for all necessary expenses; and to protect travelers against the risk of loss, while simultaneously maintaining the necessary controls for accountability.

All travel is to be documented. Pre-approval is required for out-of-state travel. For purposes of clarity, University System business conducted in the "Washington D.C. Metropolitan Area" is classified as in-state travel.

### **Geology TAR (pre-approval)**

The Geology TAR is the first step in the travel approval process. The Geology TAR represents all items that are needed to successfully fulfill the USM travel requirements and allow Geology administrators to create the official TAR in the University's ELF (electronic forms) System. Please note that no items for your travel will be purchased prior to receiving an approved TAR. This includes airline tickets, conference fees, hotel, etc.

#### **Step 1 - Complete the Geology TAR**

##### **1) Traveler personal information**

- a. Date
- b. Traveler (name as it appears on your passport or driver's license)
- c. Social Security Number (needed for reimbursement) – If you are uncomfortable sending your SSN via e-mail, you can call or stop by to verbally give your SSN to us instead.
- d. E-mail
- e. Phone number
- f. Traveler type (faculty, student, student employee, volunteer, staff, other)
- g. No Cost to University – Many faculty members travel at the expense of another institution. If this is the case, please select "No cost to university".

##### **2) Account Information & Approvals**

- a. Account information – If you are getting reimbursed, you must provide the KFS/Grant number. Students – Please ask your advisor where your travel will be charged.
- b. Approvals – No TAR will be processed without proper approvals. Students – You will need approval from both your advisor and the department chair for your travel.

##### **3) Purpose, Benefit and Teaching Duties**

- a. Purpose – Please provide a detailed purpose for your trip. For example, "To attend the XXX Conference in XXX to present a paper on XXX."
- b. Benefit – Per Uniform Guidance, if a travel is paid for on grant funds, you must provide why that trip is beneficial to the project. (PI must complete this section for all grant related travel.)
- c. Teaching Duties – If applicable, please provide who will be covering your teaching duties while you are on travel.

##### **4) Travel Information**

- a. Travel Dates – Please provide departure and return dates.
  - b. Origin & Destination – Please provide airport codes for your origin and destination.
  - c. Transportation method – Please select the method on which you are travelling.
  - d. Add multiple locations – Per University travel, please provide all locations that you will be travelling (this includes layovers). This information will be included in your ELF TAR. This was added to the TAR for safety reasons.
  - e. DOB: If Geology will be paying for your travel on a t-card, please provide your DOB.
- 5) **Estimated Costs** – Please provide all costs associated with your travel.
- 6) **Travel Awards** – Many students receive travel awards for their travel. Please indicate what (if any) awards you will be using toward your travel.
- 7) **Notes / Additional Information** – Please provide any additional information as needed for your travel.
- 8) **Domestic Per Diem Rates** – Current per diem rates for breakfast, lunch, dinner.

## Step 2 – Processing the TAR

- 1) Once you have your TAR completed, please e-mail your TAR to [geol-travel@umd.edu](mailto:geol-travel@umd.edu) or deliver your TAR to Dorothy (if you're in Geology) or Debbie (if you're in Chemistry). (Please note – Michelle (Geology) or Suzanne (Chemistry) can process TARs if Debbie or Dorothy are absent.)
- 2) Once delivered to Debbie/Dorothy, the information from your Geology TAR is then inserted into the University ELF system and a formal electronic TAR is generated for your trip. Please note that this is your OFFICIAL TAR. Once this TAR is completed and approved, the Geology department can then purchase your airline tickets, conference fees, etc. This process takes 24 – 48 hours from the time you drop off your completed Geology TAR.
- 3) Per policy, approved ELF TARs must be completed at least 1 week prior to travel. We request that all Geology TARs are delivered to Dorothy/Debbie at least 2 weeks prior to travel. This is to ensure that your ELF form has been approved in a timely manner and that you will receive insurance coverage on your planned trip.
- 4) Late TARs – If you fail to process your TAR prior to travel, your travel will be considered “Out of Policy” and you will not be reimbursed for your travel expenses.

## TAR for Group Travel –

University Group Travel is defined as pre-approved travel arranged by the University for several individuals to accomplish a specific common University purpose. University Group Travel may be paid for in full or in part, directly or indirectly by the University; organized by the University with participants or sponsors paying; organized by others and paid for by the University; or supported by the University in

the form of organization, management, staffing, transportation, or space provision. University Group Travel may include arrangements for transportation, lodging, activities, events, meals, tours, interaction with experts, conferences, meetings, etc. University Group Travel must be conducted in full compliance with University Travel Policy.

If your department is planning group travel or a local group event that will require a signed contract and/or will exceed the University's departmental \$5,000 delegated procurement authority limit, contact Travel Services before entering into discussions with vendors.

University Group Travel must be pre-approved using a University Travel Approval Request. Pre-approval must be obtained from University personnel with the authority to approve travel for each group member. Both routine and non-routine expenses are to be detailed on the Travel Approval Request. Without documented advance approval, individuals could be held personally accountable and financially liable for arrangements. Institutional or reimbursable personal funds should not be expended without documented advance approval.

All participants/travelers must be listed on the Travel Approval Request. Participants who will be directly reimbursed for travel-related expenses must file an individual Travel Expense Statement in order to be reimbursed. Group organizers must provide a list of attends and their e-mail addresses to the appropriate administrator prior to travel taking place. This ensures that all attendees will have insurance coverage on the planned trip.

#### **TAR for Grad Students – Vacation Requests**

Since there is no official form within the department that grad students can use to request vacation or time off, we use the Geology TAR in lieu of a vacation request form.

Complete the form with your name, dates of travel and then select “Personal Travel Only” on the TAR. Once complete, get the form signed by your advisor and send to the Grad Coordinator. This form will NOT be entered into ELF.

To clarify, going on your vacation and bringing your laptop is not considered business travel and will not be covered by University insurance. If your initial purpose of travel is vacation, then your travel is considered “Personal Travel Only”.