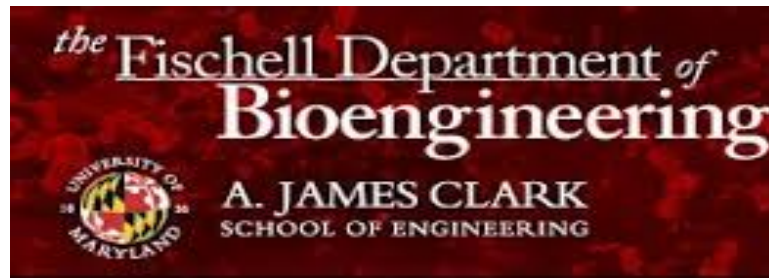


Travel Procedures



When traveling on behalf of the University of MD, it is important to take the proper steps before traveling.

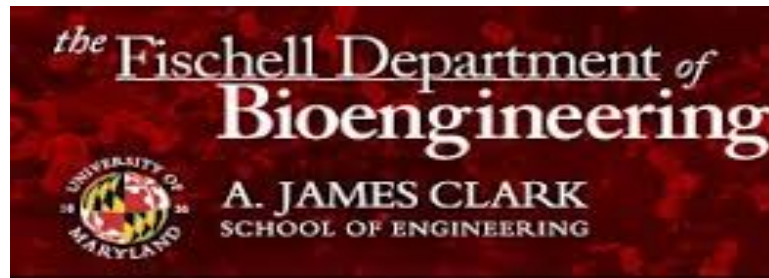


Before you travel, please complete the Travel Approval Form and submit to [Bioepurchasing](#)

The [Travel Approval Request form](#) can be found on our website at www.bioe.umd.edu

Please be sure to fill out the form completely with the following details:

- Your information (full name, date of birth, social security number, email address...)
- Travel details (dates, airport, purpose...)
- Estimated expenses that will be incurred (better to overestimate rather than underestimate)
- KFS account number that will cover the expenses
- PI's signature or an approval email from the PI to confirm the KFS account number that will cover the expenses



Example TAR Page 1

If you are submitting this form electronically,
please use only Adobe Acrobat to fill this form.

BIOENGINEERING TRAVEL APPROVAL FORM

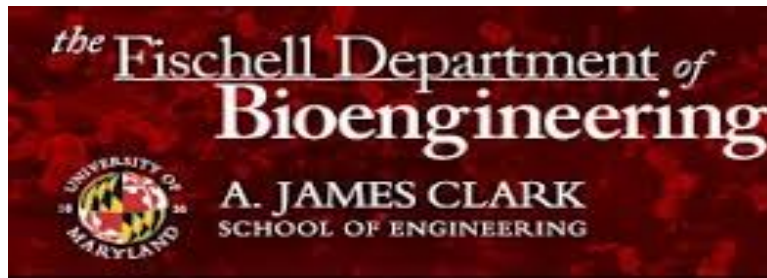
Due to new travel regulations, ALL ITEMS MUST BE COMPLETED
(PLEASE WRITE LEGIBLY)

NAME: Doe		John	
(LAST)	(FIRST)	(M.I.)	
Name must be listed exactly as it appears on ID			
EMAIL ADDRESS: JDoe@umd.edu			
DAYTIME PHONE: 301-000-0000		CELLULAR PHONE: 240-000-0000	
SOCIAL SECURITY #: 000-00-0000	GENDER: <input checked="" type="checkbox"/> M <input type="checkbox"/> F	DOB: 01/01/1901	
	(PLEASE CHECK ONE)	(MM/DD/YYYY)	
FROM CITY: Baltimore, MD	TO CITY: Chicago, IL		
DEPARTURE DATE: 09/18/2015	RETURN DATE: 09/22/15		
PURPOSE OF TRAVEL: (SPECIFY NAME OF CONFERENCE ATTENDING)			
Presenting a paper at the ABC annual meeting			
TRAVEL AGENCY:	<input type="checkbox"/> Omega (877) 403-4282	<input type="checkbox"/> Globetrotter (301) 570-0800	
	<input type="checkbox"/> Travel-On (301) 403-4278	<input type="checkbox"/> Privately Arranged	
COST OF AIRFARE (USD):	\$ 400.00	AIRLINE:	Southwest
RAIL / VEHICLE TRANSPORT (Please specify if private or rental)			
ADVISOR/PI APPROVAL:	PI signature will go here		
	FRS ACCOUNT: 01-0000000		

Submit to:

biopurchasing@umd.edu or deliver to 2330 Jeong H. Kim Building | Fax: 301-405-9953

NOTE: IF RENTING A CAR - INSURANCE CANNOT BE REIMBURSED



Example TAR Page 2

TOTAL ESTIMATED COSTS:
(Including Transportation)

Transportation:

Rail: _____
 Air: \$ 400.00

Meals:

Breakfast: 5 _____ # of Days
 Lunch: 5 _____ # of Days
 Dinner: 5 _____ # of Days

(If using a University Vehicle please call Motorpool x55482 to reserve car. Provide FRS and TR number)

Private Vehicle: _____

\$ 50.00
 Limo/Taxi: _____

Auto Rental: _____

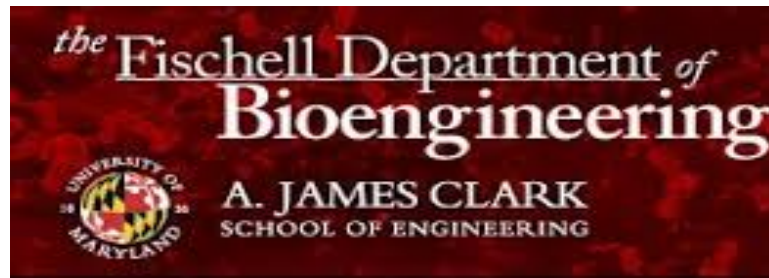
Porter: _____

\$ 30.00
 Parking Fees: _____

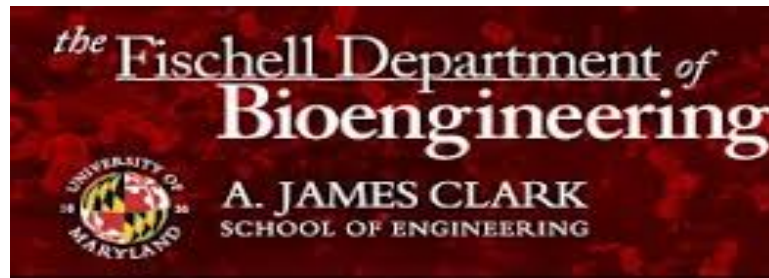
Telephone: _____

Lodging: 4 # of Days \$ 800.00 Total Lodging Amount

TOTAL ESTIMATED COST: \$ 1,280.00



- Please remember that you must have your travel approved before your trip. This ensures that you are covered by the University in case of accidents or emergencies
- Because of visa requirements, it is particularly important that foreign nationals submit a travel approval request (TAR) prior to commencing travel
- Please note that additional levels of approval is required for some travel (i.e. foreign travel and travel charged to sponsored research). Please consult the [University of Maryland Travelers' Guide](#) for more information
- It is always helpful if you can submit your TAR early
- We do recognize that sometimes there are last minute trips and in that case, please be sure to complete and submit the TAR before you leave



- Please make sure to save your original receipts if you are planning to be reimbursed for any expenses during your trip (receipts are not required for meals that fall under per diem)
- The [travel expense form and instructions](#) can be found on our website at www.bioe.umd.edu/forms
- Have a safe trip!