

Department of Counseling, Higher Education, and Special Education

**TRAVEL APPROVAL REQUEST FORM**

Due to new travel regulations, **ALL ITEMS MUST BE COMPLETED**

If you are submitting this form electronically, please use only Adobe Acrobat to fill this form. Download the form and save in your local drive before completing it. Then email as an attachment to [chsetravel@umd.edu](mailto:chsetravel@umd.edu)

Name:

(Last)

(First)

(M.I.)

(Name must be written exactly as it appears on passport/ID)

Email:

Daytime Phone:

Cell Phone:

UID:

DOB:

Departing from:

Destination:

Travel start date:

Travel end date:

Purpose of Travel: (If attending a conference, spell out the full title of conference, no acronyms please.)

Travel Agency:

Omega (877) 403-4282

Globetrotter (301) 570-0800

Travel-On (301) 403-4278

Privately Arranged

Airline:

Rail:

Vehicle Transport (please specify if private or rental):

KFS Account:

(accounts in the 4xxxxxx and 5xxxxxx series require PI or Project Director approval)

Approval:

Dept Chair/PI/Advisor Name

Dept Chair/PI/Advisor Signature

Date

Submit form to [chsetravel@umd.edu](mailto:chsetravel@umd.edu) (preferred);

or deliver to 3113 Benjamin Building; or Fax to: 301-405-9995

## ESTIMATED COSTS

### TRANSPORTATION

**Airfare:**

**Rail:**

**Privately-Owned Vehicle** (CY2022 reimbursement rate \$0.56/mile)

Rate effective Jan 1, 2022

**University Motor Pool :**

**Limo/Taxi:**

(Employees - If using University vehicle, please call Motorpool @ 301-405-5482 to reserve a car. Provide KFS and TR numbers)

**Auto Rental** (insurance is not reimbursable as the University is self-insured):

**MEALS/PER DIEM** (CY 2022 domestic standard is \$56/day broken down below:

a. Breakfast @                      per day x                      day/s =

b. Lunch @                              per day x                      day/s =

c. Dinner @                              per day x                      day/s =

**Total Meals/Per Diem=**

**LODGING @                              per night x                              nights =**

### REGISTRATION

### PARKING

### PORTERAGE

**OTHER:**

**Specify**

**Amount**

**TOTAL ESTIMATED EXPENSES**