

Out of State Travel Request
University of Maryland
Department of Chemistry and Biochemistry

Are you an employee? Yes No

Name _____
Traveler

Title _____
Traveler

SS# _____

Account # _____

No SS#, Specify Visa status:

Visa Type _____

Passport/Visa # _____

Means of transportation:

Air Auto, private- estimate mileage _____
 Rail Bus

Federally sponsored travel requires compliance with the "Fly America" USA flag carrier requirement. If federally sponsored specify:

US Airline name to comply: _____

Date of Departure: _____

Date of return: _____

Origin: _____

Destination: _____

Purpose of trip _____

Est. transportation cost:

Est. other costs:

Est. total cost:

\$ _____

\$ _____

\$ _____

If ticketing is required please contact one of the following University contract travel agencies directly and provide the following information:

- Globetrotter Phone: 301/570-0800
- Omega Phone: 301/403-4282
- Travel-On Phone: 301/403-4278
- Non University ticketing

Comments: _____

Travel is approved subject to its conduct in compliance with University travel regulations.

Signatures:

Traveler (Signature)

Date

Authorizing Authority (Signature)

Date

(The authorized signature is mandatory. The PI or designated representative approves Contract/Grants funds. All non-allocated resources must be approved by the Chair of Chemistry/Biochemistry.)