



ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT TRAVEL APPROVAL REQUEST

FRS #: Sub-code: Soc. Sec.#: Last Name: First Name: Email: Phone:

Indicate which service you used (please check one) Form of Payment for Air/Rail Tickets: Globetrotter Travel-On Inc Omega World Travel Department Diner's Club Personal Credit Card Other agency (name) Specify Airline Expiration Date for airfare rate

Leaving from (city/state & airport): Departure date: Traveling to (city/state & airport)\*: Return date:

\*When traveling to more than location, please attach itinerary. Include dates. PLEASE NOTE: Foreign travel on Sponsored FRS accounts may require additional approvals.

Trip Purpose: (no acronyms, please)

Relevance to University Business or Sponsored Project:

ADDITIONAL COMMENTS:

PLEASE MAKE SURE TRAVEL ARRANGEMENTS ARE IN FULL COMPLIANCE WITH UNIVERSITY OF MARYLAND TRAVEL POLICY AND INDIVIDUAL SPONSORED AGREEMENT REQUIREMENTS. FOR FEDERALLY SPONSORED TRAVEL (ALL FRS#S BEGINNING WITH 5 AND MANY FRS#S BETWEEN 4-30000 AND 4-33999), CONFIRM THAT IS IN COMPLIANCE WITH THE "FLY AMERICA" U.S.A. FLAG CARRIER REQUIREMENT.

Estimated Costs (it is better to over-estimate than to underestimate): Air/Rail Phone/Fax/Communication Personal Car Mileage Lodging/Housing Ground Transportation Conference Fee Travel Meals/Hosting Vehicle Rental/Motor Pool Other Travel Expenses

TOTAL EXPENSES \$

ADDITIONAL INFORMATION: THIS TRAVEL REQUEST MUST BE COMPLETED TWO WEEKS BEFORE YOU TRAVEL. AS OF JULY 1, 1999, THE UNIVERSITY NO LONGER RECOGNIZES HIGH-COST AREAS. THE FOLLOWING RATES ARE TO BE USED FOR ALL NATIONAL TRAVEL. FOR POLICIES, RATES, AND TRAVEL INFORMATION VISIT HTTP://WWW.DBS.UMD.EDU/TRAVEL

\$41 per diem Breakfast: \$8.00 Lunch: \$10.00 Dinner: \$23.00 POV Rate is \$0.485 per mile as of 1/1/07 - FY06 employee must subtract normal commuter mileage Contact Motor Pool at (301)405-5482 for a waiver or to make arrangements for a University Vehicle. University of Maryland Travel Agents Globetrotter: (301) 570-0800, travel@globetrottermgmt.com Omega World Travel:(301)403-4282 umd@owt.net Travel-on: (301) 403-4278, travelon@tvlon.com

\*To be reimbursed for breakfast on your first day of travel, you must leave your residence before 6:30 a.m. For dinner on your last day, you must return home after 6:30 p.m.

For Faculty Members Only: Does this travel require you to miss assigned classes?

Yes - you are required to complete side 2 of this form. No

I certify that this travel is directly related to the project and all prior written approvals have been obtained from the agency and that any related course arrangements are in compliance with Department policy as described on side 2 of this form.

Approval: Faculty Name (please print) Faculty Signature Department Chair's Signature

## PROPOSED ARRANGEMENTS FOR COURSE COVERAGE

University class policy stipulates that there shall be regular attendance by assigned faculty unless such attendance is prevented by circumstances beyond the control of the faculty member. In keeping with this policy, it is necessary for you to list all classes that will be missed as a result of this travel as well as the proposed arrangements for course coverage.

Please note that classes should be covered by regular members of the faculty. In cases where it is deemed necessary and/or appropriate to have a class covered by someone who is not a member of the faculty, please state the justification for such an arrangement. The proposed course arrangements will be submitted for review and approval by the Chair.

\_\_\_\_ **Total # of Classes Missed in the Current Semester To-Date** (include the # of classes missed as a result of travel or for any other reason)

### Course Arrangements for this Travel

Course	Section	Date	Time	Description of Arrangements

**Comments** (please use this section to provide justification if the proposed substitute is not a regular ECE faculty member):