

LASC TRAVEL APPROVAL REQUEST

**MUST** check one of the below categories:

**University Employee:**

Faculty  Staff  Student Employee UG or Grad

**Non University Employee:**

Student UG or Grad  Non-Employee not affiliated w/ UMD  Volunteer

**Reimbursement**

**Expected**  YES  NO

*If this travel is International → see LASC Director and coordinator*

**Name:** \_\_\_\_\_

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

**Traveler's Email Address:** \_\_\_\_\_

**Trip Purpose**

- Giving paper  Serving on Committee  Attending  
 Chairing Session  Presenting Workshop  Performing  
 Commenting  Mounting Exhibition Other - please explain: \_\_\_\_\_

**Name of: Conference, Library etc.** \_\_\_\_\_

**Date(s) of Travel** **From:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Departure Time** \_\_\_\_:\_\_\_\_ **Arrival Time** \_\_\_\_:\_\_\_\_

**Origin** (Airport/Rail Station): \_\_\_\_\_ **Destination** (City, State or Country): \_\_\_\_\_

**Mode of Travel**  Air (01)  Rail (11)  Personal Vehicle  Bus/Other: \_\_\_\_\_

**Estimated Cost**

Air Fare ( <i>must submit Boarding Pass</i> )	\$ _____	<u>Purchased by:</u> _____
Rail Fare	\$ _____	_____
Hotel	\$ _____	_____
Meals (# of days ____ @ \$45.00)	\$ _____	
(# of days ____ @ \$ ____ .00 foreign travel rates)	\$ _____	
Taxis, tips	\$ _____	
Personal Car Mileage: ____ @ .54 cents/mile	\$ _____	
Parking	\$ _____	
Conference Registration Fees:	\$ _____	_____
Other Costs: _____	\$ _____	_____
	\$ _____	
<b>Total Requested</b>	\$ _____	

**Anticipated Funding:**

School of Theatre, Dance, and Performance Studies Support \$ \_\_\_\_\_

Other Support: \_\_\_\_\_ \$ \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**Do Not Write Below this Line – For Internal Use Only**

Funds Approved Current Fiscal Year \$ \_\_\_\_\_ Funds Expended Current Fiscal Year \$ \_\_\_\_\_

APPROVED  DENIED - Comments: \_\_\_\_\_

**Director's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Latin American Studies Center Travel Policy

## Travel Approval Request

1. Complete your Travel Approval Request at least ***two weeks*** in advance of departure date otherwise no approval will be granted. ***Request only available support.***
  - a No travel arrangements will be made until the Travel Approval Request has been received by Business Services Specialist, LASC coordinator, and approved by the Director.
  - b Indicate on the Travel Approval Request next to mode(s) of travel and hotel, who will be purchasing tickets and/or lodging, the Business Services Specialist, LASC coordinator, or yourself.
  - c Do not include expenses for which no support is anticipated.
  - d If your travel is not approved, you will be notified.
2. Submit completed form to Business Services Specialist, LASC coordinator.
3. You will be notified by email when the Travel Approval Request is approved and that you can now make travel arrangements.
  - a If you plan to work with Business Services Specialist, LASC coordinator, to arrange travel, please set up an appointment. \*
  - b In the event you make your own travel arrangements, reimbursement will take place only after travel is complete.

***\*If you work with LASC coordinator, you will receive an email with your ticket information. YOU MUST VERIFY THIS INFORMATION. If you do not verify it and there is a problem, any costs associated with correcting the ticket will be taken from your travel funding.***

## Travel Expense Request

1. Upon completion of trip, requestor must submit a completed Travel Expense Request and receipts to the Business Services Specialist, LASC coordinator.
2. Form must be submitted within **30 days** of completion of travel or by June 1st of the current fiscal year whichever is sooner or no
3. reimbursement will be granted, unless arrangements have been made with the director or coordinator.
  - a If per diem is requested **no** food receipts should be submitted.
4. A completed, approved Travel Expense Statement will be placed in your mailbox with all receipts attached for review and signature. You must review the Travel Expense Statement and receipts for accuracy.
  - a If accurate, sign the Travel Expense Statement and submit to the Business Services Specialist, LASC coordinator.
  - b If an inaccuracy is detected, bring to the attention of the Business Services Specialist, LASC coordinator, for correction.

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The reimbursable domestic per diem meal rates are:

- Breakfast: \$9.00/day
- Lunch: \$11.00/day
- Dinner: \$25.00/day

The standard per diem rate for domestic travel is \$45 per day. If circumstances necessitate a "high-cost" meal, reimbursement may be approved up to actual reasonable cost with detailed receipt, pursuant to institution policy. In the absence of receipts or a "high-cost" rate reimbursement schedule, travelers will be reimbursed for domestic travel at the standard per diem rate. The State of Maryland does not use the U.S. Department of State's CONUS Per Diem rates. Additional information and University policy regarding domestic and international meal reimbursement are available at <http://www.dbs.umd.edu/travel/services.php>.

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The privately owned vehicle (POV) mileage reimbursement rate is 53.5 cents per mile. University travelers should normally utilize a Motor Transportation Services (MTS) vehicle for business trips of 50 miles or more. Additional information and University policy regarding POV reimbursement is available at <http://www.dbs.umd.edu/travel/services/rates/pov.php>.

## Receipts

University travel policy requires advance approval via a Travel Approval Request, and itemized receipts must be provided with the Travel Expense Statement. Receipts are used to verify that the travel services purchased were used for the approved traveler, dates, and location for which official travel was approved. Receipts also document the actual cost and payment of each expense.

Receipts must be legible and should show the date and specific services rendered (including the breakdown of each restaurant menu item), vendor name, the amount charged, and the form of payment. Receipts for air, rail, car rental, and lodging should also include the traveler's name. **Travelers should take care to submit receipts rather than "confirmations," which do not show how payment was made.** If hotel, car rental, or other "express" check-out receipts or Internet vendor receipts do not show how payment was made, a copy of the credit card bill with the corresponding final total charge should be provided with the Travel Expense Statement.

All Boarding Passes must be submitted after travel has occurred.