

ESSIC Business Office (EBO) & CISESS Business Office (CBO)
Travel Approval Request (TAR)

COVID-19 Travel Restrictions

During the current phase of the pandemic, additional travel restrictions are mandated by the University. Specifically, no international travel is permitted. Out of state domestic travel is strongly discouraged, and must be justified as essential and approved by the Director of ESSIC and the Associate Dean for Faculty Affairs of CMNS. Further note that no State or University funded accounts, including cost share accounts, can be used for domestic travel; any approved travel must be charged to grants or contracts. This statement will be updated as and when conditions change. (**August 1, 2020**)

1. **Travel approval is necessary** – at least 3 weeks in advance for domestic travel & at least 6 weeks in advance for foreign travel - to help facilitate travel and travel arrangements; to obtain insurance coverage, to protect travelers against the risk of loss, to maintain the necessary controls for accountability/allowability/allocability
2. It is recommended you use the EBO and CBO for your travel arrangements. The EBO and CBO can directly pay for your airfare, hotel, and conference registration to avoid out-of-pocket expenses
3. If adjustments need to be made to the TAR after it has been submitted – please contact your Account Manager
4. If personal travel is combined with University business travel, only the business portion of the trip is an allowable expense. Please refer to the “Air/Rail” section - *Combining personal & Professional Travel* for more information

Please go to the EBO site to complete a “Travel Authorization Form” and complete the following sections - some additional information provided below:

Traveler Information

- **Originator’s Name:** Please enter the name of the person traveling
- **Email:** Please enter the email of the person traveling
- **Account # to be charged:** Enter account number only (seven digits long)
- **Project:** Please include the project name, if applicable e.g. NASA, CISESS projects/tasks
- **Phone:** Please enter phone number of the person traveling
- **Are you a University of Maryland Employee:** choose yes or no

About this travel

- **Travel Details:** Reason for traveling.
 - **Presenting:** In most cases, you must be presenting at a conference in order to attend an event
 - **Not Presenting:** Please provide a justification - A justification should include:
Purpose/People/Affiliations: For example, “Participating in **quarterly** planning meeting with (**X** **Group** or **X** **Person(s)**) to discuss the next **3 months** of task planning needed for the Geostationary Lightning Mapper (GLM) Simulator. Agenda attached.
- **Additional Details:** Please include conference website, agenda information, title of presentation, etc.
- **Travel Authorized by:** Please enter the name of the PI (or who has approval authority)
- **Authorization Email:** Please enter the email of the PI (or who has approval authority)
- **Agency:** Please choose a travel agency to work with
- **Origination:** City/State/Country; (Airport code (3-letter code) & Carrier if flying); (Train station location & Carrier if by train). Please use general airport code or those cities with multiple airlines (i.e. use WAS for Washington DC)
- **Destination:** City/State/Country; (Airport code (3-letter code) & Carrier if flying); (Train station location & Carrier if by train)
- **Departure Date:** Date you plan on leaving
- **Return Date:** Date you plan on returning
- **Personal Travel:** Please choose yes or no

Estimated Expenses

- **Air/Rail:** enter estimated amount
- **Lodging/Housing:** enter estimated amount
- **Meals:** enter estimated amounts based on UMD per diem rates (domestic travel) or gsa.gov (foreign travel)
- **Phone/Fax/Communication:** enter estimated amount
- **Taxi/Bus/Metro:** enter estimated amount
- **Vehicle Rental:** enter estimated amount
- **Personal Car Mileage:** enter estimated amount
- **Conference Fee:** enter estimated amount
- **Other:** enter estimated amount

Important Notes

Hotel/Lodging, Food

- **Third-Party Providers:** The University of Maryland requires itemized hotel receipts for the purpose of reimbursing the traveler. Unfortunately, most third party providers do not provide itemized hotel receipts. It is strongly encouraged you work directly with our travel agents and not third-party providers

Air/Rail

- **Not allowable:** Seat upgrades are not an allowable reimbursable expense, except in rare instances (e.g. health-related, etc.) and **must** be pre-approved.
- **Not allowable:** Traveler's insurance is not an allowable reimbursable expense
- **Combining Personal and Professional Travel:** A cost comparison is required in order for EBO or CBO to purchase your airfare or reimburse your airfare. The traveler covers the difference in airfare should it be higher than the cost of the original business flight it is compared to.
- It is strongly encouraged you use a UMD Travel Agent so they can obtain an accurate cost comparison at the time of booking.
- **Domestic Travel:** We strongly encourage travelers to use a UMD Travel Agent for domestic travel.
- **International Travel:** Please plan ahead when traveling internationally. Please work with EBO/CBO first to assist you with your travel arrangements so we can advise you on specific sponsor terms and conditions. It is strongly encouraged Travelers using federal grants or contracts funding to use a UMD Travel Agent for international travel in order to ensure compliance with the Federal Travel Regulations (Fly America Act, Open Skies, if applicable). Failure to follow federal regulations will result in the traveler bearing the cost of the full airfare.
- **Booking airfare:** Once your travel approval has been approved through the UMD Main Travel System (ELF); EBO/CBO will reach out to you directly informing you to contact travel agent to select your itinerary. Once you have confirmed your airfare itinerary with agent, please have them send the itinerary to EBO/CBO for approval and payment
- **Relocation Costs:** please refer to your offer letter for additional information
- **Flying vs. Driving:** Please obtain a cost comparison if you wish to drive vs. fly for those locations over 300 miles or more.

Local Transportation

- **Car Rentals:** UMD does not reimburse for Car Rental Coverage Collision Damage Waiver (CDW/LDW)
- **Car Rentals:** The purchase of accessories for rental cars is not an allowable reimbursable expense (examples may include, car charges, USB cords, GPS systems, phone holders, etc.)
- **POV Mileage:** Only the authorized UMD traveler may be reimbursed for using a personal vehicle on the first and last day of travel (to the airport on the first day and then from the airport on the last day). Spouses do not get reimbursed because they are not the official traveler