**CMTC at UMD Travel Guidelines**

**APPROVAL: ALL TRAVEL MUST BE APPROVED BY THE PI PRIOR TO FORM SUBMISSION. THIS INCLUDES A STATEMENT AS TO HOW THE TRAVEL BENEFITS THE SPONSORED PROJECT AWARD.**

**Airfare:**  *(BWI, DCA, and IAD airports are all relatively close to the University)*

1) Federally sponsored travel must be in compliance with the ‘Fly America’ Act, therefore all flights must be through a US Flag Carrier (Delta, United, American Airlines, Southwest, etc.). To be specific, tickets must be bought on US sites such as [www.united.com](http://www.united.com/). These tickets are able to code share with a non US carrier but they MUST be purchased through the appropriate site.

2) The University will only allow CMTC to reimburse Coach/Economy Class (please do not book first class/upgraded seating). NON REIMBURSABLE ITEMS INCLUDE: change fees (without an acceptable reason), seat fees, travelers insurance, upgraded seating, etc.

3) Please pick the exact flight you would like and enter information accordingly (even if you are purchasing flights on your own).

4) Please indicate clearly if you would like the university to purchase them directly **OR** if you would like to purchase tickets and request reimbursement.

5) If your trip includes personal travel please make sure you tell me this right away. There are further steps and guidelines that apply to this.

**Lodging:**

1) Please indicate on the form the name of the hotel where you would like to stay including the address, dates of stay, and the cost per night.

2) If there is a group rate for a specific conference please make a note of this, including group name.

3) If you will be sharing a room with someone please list their name.

4) Foreign travel lodging should be pre-paid by the traveler and will be reimbursed upon return. Please make sure you receive a full guest folio with proof of payment (last 4 digits of credit card).

5) For domestic travel please indicate clearly if you would like the University to purchase this directly **OR** if you would like to purchase lodging on your own and request reimbursement.

**Conference Registration:** If you would like the University to pay, please provide the link and any necessary information to complete the purchase. If not provided, it will delay your registration. Also please be aware of early-bird deadlines.

**Rental Car/ Ground Transportation:**

1) If you choose to rent a car please keep in mind we only reimburse Car Rental and Fuel (with receipts). NON REIMBURSABLE ITEMS INCLUDE: rental insurance, XM Radio, upgrades, etc.

2) All ground transportation will be reimbursed with receipts (Uber, Lyft, Taxi, SuperShuttle are all fine.)

3) If driving to your destination, personal mileage will be reimbursed after your trip.

**Amtrak:** We do not purchase train tickets ahead of time, but will reimburse with proper receipt (shown with proof of payment). However, please still enter all information in the attached document. Please do not upgrade seating; only economy seating will be reimbursed.

**Meals:** Reimbursed at the State of Maryland per diem rate of $56/day. Foreign per diem varies.

**Due Date:**

1) The earlier I have your travel form, the better. The cost of airfare rises sharply when purchased closer to the travel date. To maximize the use of **federal grant funds** when purchasing travel, we are requesting 4 weeks notice for foreign travel and 3 weeks for domestic travel.

2) **We cannot purchase anything for your trip without the travel being approved by the University. This can take anywhere from 1-3 business days. Please do not delay and turn in your paperwork well in advance.**

4) If your trip is being fully funded by another institute/ person you must still submit a travel request. Without prior approval you will not be covered by UMD insurance. Please note this information on the form

5) All forms submitted after a trip cause an audit issue and take the risk of not being reimbursed.

**Reimbursement:** It is the traveler’s responsibility to email or come see me when your trip is over. At this time we will discuss reimbursement. To complete the reimbursement you will need to provide all receipts, excluding meals.

**Please do not hesitate to contact me with any questions you have.**

You will be required to sign and date this form to confirm you have read and understand all rules and regulations.

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_