



Department of Psychology

## Department of Psychology Non-Employee Travel Request Form

### Traveler Information

Traveler Name			
as it appears on your passport	First Name	Middle Name	Last Name
Address			
Email Address		Phone Number	

### Business Travel Details

Business Travel Start Date		Business Travel End Date	
Final Destination City		Final Destination Country	
Trip Type		Trip Purpose	
Conference Name, if applicable			
Detailed Business Purpose and Benefit to University			

Will this trip include personal travel? Yes\* No If yes, list dates \_\_\_\_\_

\*Comparison is required for business travel versus business and personal travel for lodging and airfare expenses. \*

Account(s) Funding the Travel: \_\_\_\_\_ Project, if Applicable: \_\_\_\_\_

### Travel Budget Details

Expense Category	Expense Amount	Expense Category	Expense Amount
Airfare		Conference Registration	
Rail		Daily Meal Per Diem	
Ground Transportation		Passport/VISA Fees	
Vehicle Rental		Baggage Fees	
Personal Car Mileage		Agency Fee (see below)	
Lodging		Other (list in comments)	
Conference Registration		Other (list in comments)	
Total Travel Budget			
Comments, If Applicable			

\*Agency Fees: Online booking with Concur = \$3.50; Agent-assisted = \$25.00 International agent-assisted = \$27.00

\_\_\_\_\_  
Traveler's Signature and Date

\_\_\_\_\_  
Funding Authorization's Signature and Date

Please email completed form to Koda Smith at [tsmith47@umd.edu](mailto:tsmith47@umd.edu) and allow for up to 48 business hours for a response.