

CARB TRAVEL REQUISITION WORKSHEET

Name: _____

Title: _____

Destination: _____

Purpose: _____

Source of Funds: _____

Date Leaving: _____

Date Returning: _____

Airline Fare – Charged Directly to University Account, Y/N?

<p><i>Travel-On</i></p> <p>UM Reservations: (240) 387-4300</p> <p>Toll Free: (800) 333-2115</p> <p>FAX: (240) 387-4301</p> <p>Email: travelon@tvlon.com</p>	<p><i>Omega</i></p> <p>UM Reservations: (301) 403-4282</p> <p>Toll Free: (800) 229-6634</p> <p>FAX: (301) 345-8090</p> <p>Email: ogreenbelt@aol.com</p>
<p>Contact Person: _____</p>	
<p>Time Called: _____</p>	
<p>Airfare Cost: _____</p>	
<p>Travel Dates: depart: _____ return: _____</p>	

Estimated Expenses*

Meals (domestic)	\$
(foreign)	\$
Lodging	\$
Taxi/Shuttle	\$
Air/Rail/Bus (<i>Not</i> directly charged)	\$
Auto Rental	\$
Parking	\$
Tolls	\$
Phone (Business related)	\$
Registration Fee	\$
Mileage	\$
Total Estimated Expenses	\$

***Please contact the CARB Travel Coordinator for current per diem and mileage rates.**

Your Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

**INSTRUCTIONS FOR COMPLETING
CARB OUT-OF-STATE/FOREIGN TRAVEL REQUISITION WORKSHEET**

University travel guidelines require prior approval for all out-of-state travel. In order to meet these guidelines, this worksheet must be completed, approved and submitted to the CARB Travel Coordinator a minimum of one week prior to your departure date.

1. See CARB Travel Coordinator to obtain current mileage rates, domestic travel per diem rates, or foreign travel per diem rates.
2. If you are traveling on University business and wish to have your air or rail travel costs charged directly to a University account, you must contact one of the two University travel agencies listed on the form to arrange your travel. Complete the form accordingly, providing the name of the agent you spoke with, time called, travel cost, etc.
3. Use the worksheet to provide an estimate of your total travel costs. Once you have obtained a listing of current per diem and mileage rates from the CARB Travel Coordinator, please provide an estimate of what your *out-of-pocket* expenses will be for the duration of the trip. This estimate should not include any travel costs that have been directly charged to a University account.
4. Once you have signed and dated the form, have your supervisor review and approve it, and return it to the CARB Travel Coordinator along with any other documentation you may have (i.e., a copy of your itinerary from a University travel agent, or a printout of the reservations you made via an internet travel service) *prior to your departure*.*.

*** PLEASE NOTE: IF YOU MADE DIRECT-CHARGE TRAVEL ARRANGEMENTS WITH A UNIVERSITY TRAVEL AGENCY, THIS FORM MUST BE RETURNED TO THE CARB TRAVEL COORDINATOR WITHIN 24 HOURS OF THE INITIAL TRANSACTION FOR YOUR RESERVATION AND QUOTED FARE TO BE GUARANTEED.**