



Materials Research Science and Engineering Center
at the University of Maryland

Domestic Travel Procedures
for visitors



Last Updated: 05/09/2012

Before You Travel:

1. Before your travel, complete the Travel Approval Request form for visitors. The University of Maryland requires pre-approval for all travel. The form is available online at [http://mrsec.umd.edu/Members/Travel/Travel Approval Request-Visitors.pdf](http://mrsec.umd.edu/Members/Travel/Travel%20Approval%20Request-Visitors.pdf)
 - a. **If flying** to your destination, attach a copy of the flight itinerary to your Request form. You will need to turn in all appropriate receipts and boarding passes along with your final travel expense statement for reimbursement.
 - b. **If driving**, you will be reimbursed at the current University System of Maryland rate. As of last update, the rate is \$0.555 per mile. Gas receipts are not necessary. Mileage will be calculated based on addresses of origin and destination.
 - c. **Meals** are covered by the University System of Maryland per diem rates. As of last update, this includes \$8.00 for breakfast, \$10.00 for lunch, and \$24.00 for dinner. You do not need to indicate meal costs on your travel approval request; these will be included automatically. Food costs covered by per diem do not require receipts.
2. Turn in your completed Travel Approval Request form to the MRSEC office at least 1 week before your travel. You can email the form to Cindy Menjivar at cmenjiva@umd.edu or fax to 301.405.7993.

During/After Your Travel:

1. Collect and keep *all* receipts and other documentation from your trip. If you are unsure whether or not to keep some form of documentation, *keep it*. It is better to have more than is necessary than to be missing something needed for reimbursement. Items to keep include (but are not limited to):
 - a. Itemized hotel receipt
 - b. Taxi receipts
 - c. Airline boarding passes
2. After your travel, complete the Travel Expense Statement, which is available online at [http://mrsec.umd.edu/Members/Travel/Travel Expense Statement.pdf](http://mrsec.umd.edu/Members/Travel/Travel%20Expense%20Statement.pdf)

HINT: For meals covered by per diem, you may simply check off which meals for which you require reimbursement.
3. Return your signed Expense Statement and receipts to the MRSEC office. The mailing address is:

Cindy Menjivar
Physics Bldg 082 Room 2120
University of Maryland
College Park, MD 20742
4. When your Expense Statement has been processed by the MRSEC office, you will be emailed the final document. You will need to review and sign it and email, mail, or fax it back.