

## Materials Research Science and Engineering Center

# Domestic Travel Procedures

Last Updated: 01/12/09

In order to have travel approved, you must submit an abstract of the talk you will present at your destination. This abstract *must* cite MRSEC in order for MRSEC funds to be used to pay for the travel.

For more information on University-wide travel policy, please consult the travel services website: <http://www.dbs.umd.edu/travel/policy/umtravel/> All University restrictions apply.

### **Before You Travel:**

1. Complete the Travel Approval Request form, which is available online at [http://mrsec.umd.edu/Internal/Forms/Travel\\_Approval\\_Request.pdf](http://mrsec.umd.edu/Internal/Forms/Travel_Approval_Request.pdf)
  - a. **If flying** to your destination, call one of the travel agencies listed on the Travel Approval Request form to place a hold on a flight reservation. You may be asked who will be paying for the flight – it will be on C. Ekstrom's travel card. Attach a copy of the flight itinerary to your Request form. When your travel request is approved, your flight will be automatically guaranteed with a University travel card. If you choose to make your own flight arrangements rather than using the travel agencies available, you will be responsible for paying the airline costs up front. You must then turn in all appropriate receipts and boarding passes along with your final travel expense statement for reimbursement.
  - b. **If driving**, you may either drive your own personal vehicle, or you may request a University vehicle. If you use your own vehicle, you may be reimbursed \$0.55 per mile beyond your regular commuting distance (gas receipts are not necessary). If you take a University vehicle, you will receive along with it a card to pay for gas.
  - c. **Food** costs are to be covered by the per diem rates determined by the University. This includes \$8.00 for breakfast, \$10.00 for lunch, and \$23.00 for dinner. 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.
  - a. Form *must* be approved and signed by your MRSEC IRG Leader or Advisor.
  - b. Include abstract citing MRSEC and flight itinerary.

### **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. Conference registration receipt and a confirmation of attendance
  - c. Taxi receipts
  - d. Airline boarding passes
2. After you return, complete the Travel Expense Statement, which is available online at [http://mrsec.umd.edu/Internal/Forms/Travel\\_Expense\\_Statement.pdf](http://mrsec.umd.edu/Internal/Forms/Travel_Expense_Statement.pdf)

*HINT: For meals covered by per diem, you may simply check off meals for which you require reimbursement.*
3. Return your signed Expense Statement and receipts to the MRSEC office.
4. When your Expense Statement has been processed by the MRSEC office, you will be notified to come by the office and sign the final expense statement.