



Department of Psychology

Department of Psychology Non-Employee Travel Request Form

If you hold paid appointment on campus, such as a graduate student or undergraduate student hourly appointment then you are considered an employee and should submit the Travel Request directly.

Traveler Information

Table with fields: Traveler Name, as it appears on your passport, First Name, Middle Name, Last Name, Email Address, Phone Number

Business Travel Details

Table with fields: Business Travel Start Date, Business Travel End Date, Final Destination City, Final Destination Country, Trip Type, Trip Purpose, Conference Name, 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. *

Worktag(s) Funding the Travel: Project, if Applicable:

Travel Budget Details

Table with columns: Expense Category, Expense Amount, Expense Category, Expense Amount. Rows include Airfare, Rail, Ground Transportation, Vehicle Rental, Personal Car Mileage, Lodging, Conference Registration, Total Travel Budget, Comments.

*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 and allow for up to 48 business hours for a response.