



DEPARTMENT OF MATHEMATICS

Travel Expense Report

To claim reimbursement for your trip, please fill out this form. Attach ORIGINAL RECEIPTS.

Please NOTE that if you are not a UMD employee, reimbursement can take up to 8 weeks.

If you have any questions, please contact the Math Business Office:

travel@math.umd.edu or 301-405-5064

Full Name: _____ SSN: _____

E-Mail Address: _____

Non-US Citizens - Please attach copies of Passport, Visa, I-94 - REQUIRED!

Home Address (if not a UMCP employee): _____

Purpose of Trip: _____

Date of Departure: _____ Return: _____

Destination From: _____ To: _____

Days of Per diem: X per day =

* If your visit included our hosting meals and depending on circumstances, we may not reimburse a per diem. ↳ Domestic: \$47.00 Int'l: [Click Here](#)

Make sure submitted receipts include proof of payment (last 4 digits of credit card or zero balance).

Lodging: nights X per night =

Air / Rail / Bus: =

Auto Rental: =

Telephone (Business-related only): =

Registration / Conference Fees: =

Taxi / Limo / Bus (local): =

Parking Fees: =

Bridge / Tolls: =

Other (please specify): =

=

Personal Car Mileage: X per mile =

From (Full Address): _____ To (Full Address): _____

Date: _____ TOTAL: _____

Submit form to:
Math Business Travel Office
University of Maryland - Dept. of Mathematics
1306 William E. Kirwan Hall
College Park, MD 20742