



I-95 Corridor Coalition – Travel Guidelines

All reimbursable travel associated with the I-95 Corridor Coalition is processed by the University of Maryland (UMD) and is therefore required to comply with UMD's travel policies. UMD has provided the following information to ensure that I-95 Corridor Coalition sponsored guests have an efficient and satisfactory travel experience in full compliance with UMD travel policy.

Step 1: Prior to Travel

1. Key Tips:

- a. **A Travel Approval Request (TAR) must be submitted before travel arrangements can be made.** The traveler should allow time, prior to the trip, to submit the TAR and receive a response containing an assigned TAR number.
- b. Some expenses can be pre-paid by UMD to offset upfront costs.

2. Mandatory:

Travel Approval Request (TAR) - To gain trip approval from UMD, submit the TAR form (attached) to Mai Quynh Le at MQLe@i95coalition.org - with a copy to your Coalition staff contact - **at least two weeks prior to travel**. The TAR form requests contact details for the traveler, trip information, and estimated travel costs.

ACH Direct Deposit Request (GAD X10 Form) –If you would like to request the direct deposit in order to save the deliverable time for the check to be mailed, please complete the form and send to Mai Quynh Le at MQLe@i95coalition.org.

*****Please note that the traveler's social security number and date of birth will be requested (by telephone) once the TAR form is received at UMD; this information is required for reimbursement and will be maintained on a secure file at the University.*****

3. **Optional: Pre-payment of Select Travel Costs** – To offset trip expenses, the Coalition can assist with purchase and pre-payment of airline/train tickets and hotel rooms. Once a TAR number is received, contact Mai Quynh Le (MQLe@i95coalition.org or 240-755-5505) with your preferred travel selections.

Step 2: During Travel

1. Key Tips:

- a. Ensure that expenses are within the allowable reimbursement rates.
- b. Keep all original receipts.

2. **Allowable Expenses** – All travel must comply with these guidelines:

http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php

3. **Required Receipts** – **Original** and **paid** receipts are required for reimbursement within the guidelines of allowable expenses. If express checkout receipts or internet vendor receipts do not indicate how payment was made, a copy of the credit card bill – with the final total charge – should be provided. Following are helpful hints on required documentation; full information can be found through the allowable expenses link above:

- a. **Air/Rail** – Airline/train receipt, showing traveler's name, amount charged and form of payment. Luggage charge receipts should also be provided, if applicable.
- b. **Lodging/Housing** – Hotel folio, showing traveler's name, dates of stay and \$0 balance.
- c. **Meals** – Meals are reimbursed at UMD per diem rates; the per diem rates can be found at: <http://www.dbs.umd.edu/travel/services/rates/domestic.php>. Receipts are not required for per diem meals.
- d. **Ground Transportation**
 - i. **Taxi or Car Service** – vendor's paid receipt. Tipping, with a 20% maximum, is allowed and should be noted on the receipt.

- ii. Personal Vehicle Mileage – a map printout (i.e., MapQuest, Google Maps, etc.) supporting the distance and mileage calculation. The current mileage reimbursement rate can be found at: <http://www.dbs.umd.edu/travel/services/rates/pov.php>. The mileage reimbursement rate covers all costs associate with personal vehicle use, including fuel consumption.
- iii. Rental Vehicle
 - 1. Car Rental – vendor’s rental receipt, showing traveler’s name, amount charged and form of payment.
 - 2. Car Rental Fuel – vendor’s paid receipt.
- iv. Parking – vendor’s paid receipt.
- e. Conference Fee/Event Registrations - paid receipt, with traveler’s name, and agenda.
- f. Miscellaneous Expenses - If necessary, an exception to the receipt requirement may be made for a permissible “miscellaneous” allowable expense if the individual charge is \$75 or less, including gratuity.

Step 3: After Travel – Travel Reimbursement Instructions

1. Key Tips:

- a. Receipts and expense statement are to be submitted to the Coalition within four (4) weeks of the conclusion of the trip. Expenses over six months old cannot be processed for reimbursement.

2. Preparation & Submission of Expense Statement:

- a. Prepare Expense Statement & Receipts
 - i. Complete the expense report, sign and date it before sending it back to the Coalition (sample attached and excel version provided separately) and attach the required receipts. If helpful, the receipts can be taped to 8 x 11 white sheets.
 - ii. Note the TAR number on the Expense Statement.
- b. Submit the Expense Statement & Receipts
 - i. The completed statement and original receipts should be mailed to the following address; a copy should be maintained by the traveler.
 - Center for Advanced Transportation Technology**
 - 5000 College Avenue, Suite 2215**
 - Technology Ventures Building**
 - University of Maryland**
 - College Park, MD 20742**
 - Attn: Mai Quynh Le**
 - ii. Advise your Coalition staff contact, by email, of the submission of the travel expense receipts and report.
- c. Reimbursement
 - i. Travel expenses will be processed by the Coalition/UMD within **five business days** of receipt or the traveler will be contacted **within five days** if there are any questions.
 - ii. The traveler will receive an e-mail from UMD containing a summary of expenses for the traveler’s review and approval.
 - iii. Reimbursements are by check from the State of Maryland. Traveler should advise Mai Quynh Le (MQLe@i95coalition.org) if reimbursement has not been received **within 45 days** from their approval of the expense summary.

Attachments:

- 1. Travel Approval Request (TAR) Form
 - 3. ACH/Direct Deposit Form
 - 2. Expense Reimbursement Worksheet
- (These files can also be downloaded at <http://i95coalition.org/contact/>)

UNIVERSITY OF MARYLAND
CENTER FOR ADVANCED TRANSPORTATION TECHNOLOGY
I-95 Corridor Coalition
VISITOR TRAVEL APPROVAL REQUEST
(Please fill out form entirely)

TAR # _____
DATE: _____
VENDOR ID # _____

TRAVELER'S INFORMATION

LAST NAME: _____ FIRST NAME: _____

TRAVELER'S MAILING ADDRESS: _____

EMAIL: _____ PHONE#: _____

TRIP INFORMATION

MODE OF TRAVEL: AIR/RAIL/PERSONAL VEHICLE _____

Please make certain itinerary is in compliance with the "Fly America" U.S.A. flag carrier requirement*

DEPARTURE DATE: _____ RETURN DATE: _____

ORIGIN: _____ AIRPORT/RAIL: _____

DESTINATION: _____ AIRPORT/RAIL: _____

TRIP PURPOSE:

(please be specific)

Fill in all appropriate costs fields below:

Air/Rail: _____
Lodging/Housing: _____
Travel Meals[±]: _____
Personal Car Mileage: _____
Conference Fee: _____
Other travel expenses: _____
TOTAL: _____

Domestic Meal Rates (per day)	
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$28.00
Total	\$56.00
Mileage Reimbursement Rate: \$0.535/mile	

COMMENTS: _____

* Confirm that travel arrangements are in full compliance with the [University of Maryland Travel Policy](#) and individual Sponsored Agreement requirements.

TRAVELER SIGNATURE DATE PI'S SIGNATURE DATE

This form must be completed and submitted by all visitors traveling in an official capacity prior to the trip. All listed expenses are **estimates** of possible travel costs.

Original receipts for all travel reimbursements must be provided within four (4) weeks of the conclusion of the trip.

Please fill out form entirely and submit to CATT-Travel@umd.edu, with a copy to the Coalition Staff contact.