**Tips for University travel**

1. Confirm with the business office the purpose of this trip and how this trip will be paid for.

2. Call one of the UMD travel agencies to arrange your flight and car rental (if needed).

   **Globetrotter Travel**
   UM Accounts: 301.570.0800 or 866.235.5467
   After Hours: 800.639.9278
   Very Important Traveler (VIT) code: S9TX5
   Profile Name: UMD
   Fax: 301.570.9514
   Email: travel@globetrottermgmt.com

   **Travel-On**
   UM Accounts: 301.403.4278 or 800.333.2115
   After Hours: 800.366.2100
   Fax Number: 240.387.4301
   Email: travelon@tvlon.com

   **Omega World Travel**
   UM Accounts: 301.403.4282 or 800.888.3378
   After Hours: 800.285.6342
   Fax Number: 410.740.1525
   Email: umd@owt.net

   ►NOTE: While you do not have to use a UMD travel agency, it is highly recommended. The above agencies often provide UMD discounts and if your flight is cancelled, then you will be put on the next available flight.

   ►If you are charging the airfare and/or car rental on the PSLA travel card, please tell the travel agency to put it on Michelle Pridmore’s University of Maryland travel card. Please ask Michelle to then call the agency to confirm that you are an authorized traveler.

3. Make reservations for your hotel accommodations. Lodging is paid for by the traveler and is reimbursed upon your return. No hotel bills will be charged to the Departmental travel card unless you have special approval. Please see Michelle Pridmore if you have questions.

   ►If you are charging the hotel room to the PSLA travel card, please obtain a credit card authorization form from the hotel. This form must be completed by you with the details of the stay. Then bring the form to Michelle Pridmore for her signature and she will fax it to the hotel. You will need to provide a receipt of the hotel expenses to Michelle upon your return.

4. In order to travel for the University, you must submit a Travel Approval Request (TAR). Please see Roz Kilroy in the business office for assistance with this. This TAR **MUST** be completed on the same day that you make your travel arrangements with the agency. If you fail to do this in a timely manner, your arrangements will be cancelled by the agency.

5. If you are going to a conference where there is a registration fee, please place this expense on your University Visa purchasing card (or your supervisor’s card).
6. Keep track of any receipts you may incur while travelling, including hotel, taxi, tolls, etc. You do not need to keep meal receipts, unless you exceed your per diem rate allowed. Upon your return, please see Roz Kilroy for assistance on filling out a Travel Expense Statement for reimbursement. This must be done within 60 days of your return, and preferably the week you come back so that receipts are not lost.

Questions?
Please contact: **Roz Kilroy**, x58511, rkilroy@umd.edu
or
**Michelle Pridmore**, x50783, mpridmor@umd.edu
or
Come see us in room 2121 Plant Sciences Building