



# Department of Mathematics

## Travel Expense Report

1300 Math Building, University of Maryland, College Park, MD 20742

Questions? Contact Jamie Carrigan at [carrigan@math.umd.edu](mailto:carrigan@math.umd.edu)

To claim expenses from your trip, please fill out this form, attach original receipts, and submit to the Mathematics Business Office, University of Maryland, 1300 Math Building, College Park, MD 20742. Please note that if you are not a UMD employee, reimbursement can take up to eight (8) weeks.

If you do not submit a reimbursement request within two (2) months of your trip, the staff will send you an E-Mail reminder. No reminders will be sent after that.

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 Perdiem: X per day =  
↳ Domestic: \$42.00 Int'l: see Jamie Carrigan

### Original Receipts Required

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):

Signature:

TOTAL: