



2115 Francis Scott Key Hall
College Park, MD 20742-7315
301.405.4265 TEL 301.314.9399 FAX

DEPARTMENT OF HISTORY

Travel Approval Request

Last Name

First Name

Contact Information

E-mail

Phone Number

Travel Information

From: City/Airport

To: City/Airport

Dates

From:

To:

Trip Purpose

Budget Estimates

Air Fare

Rail

Lodging/Housing

Travel Meals

Ground Transportation

Car Rental

University Vehicle Rental

Personal Car Mileage

Parking

Conference Fee

Other Travel Expenses

TOTAL ESTIMATED EXPENSES

Source of Funds