FAQs & Scenarios
Approval to Travel

1. When is a Travel Request Form (TR) required?
   - Please see Table 1 below to determine if your trip requires a TR.

<table>
<thead>
<tr>
<th>Trip:</th>
<th>Employee</th>
<th>Nonemployee</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Day</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Out-of-State Day</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>In-State Overnight</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Out-of-State Overnight</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>International</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Booked through UMB Travel Agency</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Includes car rental</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

2. Can I use a TR for a trip that does not require a TR?
   - Yes. For example, a department may choose to require Nonemployees to complete a TR for all types of trips.

3. What is considered “In-State”, “Out-of-State”, and “International”?
   - In-State includes destinations in Maryland and Washington, D.C.
   - Out-of-State includes destinations in any state other than Maryland.
   - International includes any destination beyond the United States.

4. What is a blanket TR?
   A blanket TR covers a period of time for repetitious trips (i.e. recurring trips that are similar – traveler(s), point of origin, destination, purpose, mileage, and funding source do not change. The blanket TR must be renewed at the start of each fiscal year and may not cover a period exceeding twelve months. The funding source(s) listed on corresponding Travel Expense Forms must be included on the approved blanket TR.

5. I am an Employee and I travel several times every month to Pennsylvania for clinical visits. Do I have to complete a TR for each trip?
   - No, you can complete a blanket TR.

6. We have groups of students who travel out of state together. Some are Employees and some are not. What should I do?
• Because some travelers are Employees we recommend that you complete a TR for all of 
the travelers for insurance purposes and for recordkeeping (i.e. the funding request will 
include estimated expenses for all of the travelers).

7. I am an employee planning a trip to New York, but the hosting organization is going to pay 
for my expenses. Do I need a TR? 
• Yes. Employees still need a TR to document approved time away from their normal 
work site and to substantiate any insurance claims that might arise.

8. Does a Nonemployee need a TR if the Nonemployee’s employer is paying his/her share of 
the expenses? 
• No. Nonemployees whose costs are not expected to be paid by UMB are not required to 
complete a TR.

9. I don’t see my question here. Where can I get additional help? 
• Email questions to travelhelp@umaryland.edu

Scenarios

I. Charlie is an Employee. He is planning a trip from Baltimore to Washington, D.C. He will 
leave Baltimore on Monday morning at 8:00 and return Monday evening at 8:00. Charlie 
does not need a TR.

II. Sally is an Employee. She plans to travel from Baltimore to Washington, D.C. She will leave 
Baltimore on Tuesday and return on Wednesday. Sally needs a TR.

III. Joe works at the University of Maryland Medical Center and plans to travel with Sally to 
Washington, D.C. Joe is a Nonemployee. Joe does not need a TR, but it is recommended 
that he complete a TR because he is traveling with Sally and the funding approver should 
be made aware of Joe’s costs.