

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 1: When is a Travel Request Required?		
Trip:	Employee	Nonemployee
In-State Day	NO	NO
Out-of-State Day	YES	NO
In-State Overnight	YES	NO
Out-of-State Overnight	YES	NO
International	YES	YES
Booked through UMB Travel Agency	YES	YES
Includes car rental	YES	YES

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.