

Travel Request eForm (TR)

Add Travel Request Form
Step 1 of 1: Complete Travel Request Form

Request Form Information			
Request eForm ID: Pre-filled	Request Date: Pre-filled	Copy From Form ID:	

Initiator Information	
Name: Pre-filled	User ID: Pre-filled
Email: Pre-filled	Phone: Pre-filled
Initiating Dept: Pre-filled	If any of this information is incorrect, please correct your information in Self Service or contact HR.

Traveler Information	
*Traveler Type:	
*Purpose Type:	
*Describe the Benefit to UMB:	
*Travel Agency:	
*Is UM paying for any portion of this travel?:	
<input type="checkbox"/> Traveler agrees to comply with UMB policies and procedures (http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/) and understands that expense reimbursements not submitted within 60 days after the trip Return Date may be treated as taxable income.	

Itinerary								
Departure Date	Departing From	To Country		To State		To City/Region		
							+	-
							+	-

If UMB is paying for any of the expenses the following information is required:

Estimated Expense Information		
Air/Rail/Bus Fare Total:		
Other Estimated Expenses:		
Estimated Expense Grand Total:	Pre-filled	

University Funding											
Row	Find Chartstring	PCBU	Project ID		Owner Dept		Program	Fund	Account		
1	Find Chartstring	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled		+	-
2	Find Chartstring	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled		+	-

If the destination is to a country other than USA the following information is required:

Traveler's Emergency Contact Info		
	Country Code	Area Code and Phone Number
Traveler's International Phone Number:		
Additional Phone Number:		
Are you leading a group?: <input type="checkbox"/>		
Emergency Contact Name:		
Relationship to Employee:		
Contact Phone Number:		
Contact Email:		

File Attachments					
	Upload	View	Description	Attachment Id	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>		Pre-filled	<input type="button" value="Delete"/>
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>		Pre-filled	<input type="button" value="Delete"/>

Comments

Your Comment:

Comment History:

View Travel Request Form

Step 2 of 2: Form History

FormList Fields		
eForm ID: 10140961	Workflow Form Status:	Executed
Workflow Form Type: TREQ		
Original Operator: [REDACTED]	[REDACTED]	
Original DateTime: 03/27/2018 11:10:44AM		
Last Operator: [REDACTED]	[REDACTED]	
Last By Alternate Operator:		
Last DateTime: 03/27/2018 12:59:33PM		
Next Approving RoleUser:		
Next Approving RoleName:		Who can work this form?



Transaction Log						
	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	03/27/2018 11:10:44AM	UMB_EF_TRAVEL_ADMINISTRATOR	[REDACTED]	[REDACTED]	Submit	Pending
2	03/27/2018 12:59:39PM	UMB_EF_TRAVEL_APPROVER	[REDACTED]	[REDACTED]	Authorize	Authorized
3	03/27/2018 12:59:39PM	SYSTEM	[REDACTED]	[REDACTED]	Execute	Executed

[Form Messages](#)