

UMBC Music Department Travel

In order to comply with state purchasing regulations, we ask that you **DO NOT** purchase anything on your own before first contacting the Music Department. Reimbursements are NOT guaranteed to those not following procedures. You **MUST** contact Susan Velli PRIOR to your travel date. At that time, please furnish the following information in writing or via email:

MUSIC DEPARTMENT TRAVEL FORM

To be submitted prior to travel date

Name of Traveler _____

Funds used (eg. Faculty DRIF, FacultyTravel Budget, etc.) if known _____

Estimated Amount of Air, Rail, and Bus **Combined**: \$ _____

Estimate Amount of all **OTHER** expenses **Combined**: \$ _____

(Note: Registration Fees should be purchased by the Music Department prior to your travel eliminating the need for reimbursement)

Departure Date (from home): _____ Arrival Date (to home): _____

Final Destination (s): _____ Name of Airline: _____

Trip Purpose: _____

Please keep ALL your receipts. Meal receipts must be itemized. You are not required to submit Meal receipts unless you are claiming MORE than the per diem rate (see below). **Travel reimbursements MUST be submitted within 10 days of the return date in order to guarantee your reimbursement.** For your reference, meal and gas rates are below:

FY '15 Per Diem Rates for the U.S.:

Breakfast:	\$9.00/day
Lunch:	\$11.00/day
<u>Dinner:</u>	<u>\$25.00/day</u>
Total	\$45.00/day

Note: See Susan Velli for Foreign travel per diem rates.

FY '15 Mileage Rates: The mileage rate for use of a personal vehicle is **.575/mile**.

Tenure and Tenure-Track Full-Time Faculty only: If you requesting travel funds from the Dean, visit <http://cahss.umbc.edu/deans-travel-fundfaculty-travel-award/> for the application form. This form **MUST** be submitted PRIOR to your travel date.