

**University of Maryland  
Travel Approval Authorization**

College or Division: \_\_\_\_\_  
Unit Name: \_\_\_\_\_  
Unit Head Name and Title: \_\_\_\_\_

I (the undersigned) acknowledge and agree I am the Unit Head responsible for approving travel transactions. I agree that my University electronic signature serves as the approval signature for all electronic travel documents and that my original signature serves as the approval for all hard copy documents. I acknowledge that it is my responsibility to ensure that all transactions are in accordance with University System of Maryland Travel Policy, University of Maryland Travel procedures, and other associated University fiscal and business affairs and research policies.

Unit Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head Printed Name & Title: \_\_\_\_\_

Unit Head University Electronic Signature: \_\_\_\_\_

Unit Head Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

I delegate authority to the staff listed below to approve electronic and hard copy travel documents. I acknowledge that it is the responsibility of travel approvers to ensure that all transactions are in accordance with University System of Maryland Travel Policy, University of Maryland Travel procedures, and other associated University fiscal and business affairs and research policies. A subordinate may not approve supervisor's travel.

Printed Name and Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

University Electronic Signature (UID): \_\_\_\_\_

Delegated to Approve: \_\_\_\_\_

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Printed Name and Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

University Electronic Signature (UID): \_\_\_\_\_

Delegated to Approve: \_\_\_\_\_

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Printed Name and Title: \_\_\_\_\_ Email Address: \_\_\_\_\_

University Electronic Signature (UID): \_\_\_\_\_

Delegated to Approve: \_\_\_\_\_

Submit completed form to: Travel Services, Patapsco Building, Campus 6711

For additional information, please contact Travel Services at 301.405.0607 or via email at [travel@mercury.umd.edu](mailto:travel@mercury.umd.edu)