Department of Business Services
Travel Management Program
University of Maryland Travel Management Program

The University of Maryland Travel Management Program is comprised of:

- Travel Approval Request (TAR)
- Travel Expense Statement (TES)
Travel Approval Request (TAR) Highlights

- Web-based forms routing system with form history and status a “click” away
- Passenger information is transmitted to the University travel agency upon approval of the TAR form.
- Airline tickets are issued by the University travel agency based on TAR form approval.
- Trip approval is obtained by electronic signature of the TAR form.
- Forms may be printed with footer information containing the date and name of approver.
- Search TAR forms by a variety of keywords
Travel Approval Request (TAR)
Traveler Tab

Features Include:
- Traveler and Departmental Contact Information
- Travel Agency Selection
Travel Approval Request (TAR)  
Travel Tab

Features Include:
- Trip Purpose
- Travel Policy Compliance Confirmation
Travel Approval Request (TAR)
Meal Details Tab

Features Include:
- Meal Per Diem Budget Automatically Calculated
- Meal Comments
Travel Approval Request (TAR)
Costs Tab

Features Include:

- Cost Estimate
- FRS Number and Subcode to Encumber
Travel Approval Request (TAR)
Comments Tab

Features Include:
- Comments
- University Travel Agency payment information may be placed in Comments.
Individual Travel Approval Request (TAR) Email Sample

The travel agency receives a system-generated email notification when a Travel Approval Request is authorized in the system by the department. The authorized Travel Approval Request gives the travel agency permission to issue airline or rail tickets.

From: ELF system on behalf of Mathew Jones <elf-app-support@umd.edu>
Reply-To: travhelp@mercury.umd.edu
Date: Mon, 23 January 2012 15:50:39 -0500

This is a system generated email. DO NOT REPLY.

This email is to authorize ticketing for the related itinerary approved on 01/23/2012 03:50:39 PM. See below for payment information.

COMMENTS: Use Mary Smith’s Travel Card

TRIP NUMBER: 342854
TRAVEL AGENCY: Globetrotter
LAST NAME: Smith FIRST NAME: Mary
COSTS
AIR: $250.00
RAIL: $0.00
LODGING: $600.00
VEHICLE RENTAL: $0.00
GROUND TRANSPORTATION: $50.00
CONFERENCE FEE: $0.00
GROUP EVENTS/CATERING: $0.00
DEPARTURE DATE: 02/01/2012 RETURN DATE: 02/04/2012
ORIGIN CODE: BWI DESTINATION CODE: MSP

DEPARTMENT: ENGR - A. James Clark School of Engineering
DEPARTMENT CONTACT NAME: Mary Smith
DEPARTMENT CONTACT PHONE: 51000
DEPARTMENT CONTACT EMAIL: msmith@umd.edu

FRS NUMBER: 1-10101
FRS CAMPUS: 01
SUBCODE: 3321
Summary Travel Approval Request (TAR) Email Sample

The travel agency also receives a system-generated report twice a day that lists all Travel Approval Requests transmitted within a 24-hour period.

Subject: Daily TAR Report for Globetrotter
Date: Mon, 23 January 2012 18:01 -0500
From: travhelp@mercury.umd.edu
To: umd@globetrottermgmt.com
CC: travhelp@mercury.umd.edu

University of Maryland
Department of Business Services
Travel Services
http://www.dbs.umd.edu/travel/

Summary of Travel Approval Request E-Mail sent for Time Period:
1/23/2012 00:00:00 to 1/23/2012 18:00:00

Sent 1/23/2012 14:23:00 : Garcia, Juan, 236760, SFO, 2/16/2012
Travel Expense Statement (TES) Highlights

- Web-based forms routing system with form history and status a “click” away
- Trip data is populated from an approved Travel Approval Request (TAR) form using the “Look Up Trip Data” button.
- Approval of trip expenses is provided by electronic signature.
- The traveler signature is provided electronically.
- Forms may be printed with footer information containing the date and name of approver.
- Search Travel Expense Statement (TES) forms by a variety of keywords
Travel Expense Statement (TES)
Traveler Tab

Features Include:

- Traveler Information, Contact Information, Trip Purpose
- Social Security Number masked on the screen for privacy
- Ability to Fill in Form Data from an Approved Travel Approval Request (TAR)
Travel Expense Statement (TES)

Itinerary Tab

Features Include:
- Travel Dates and Times
- Origin and Destination
Features Include:

- Detail of Privately Owned Vehicle Mileage and Expenses
Travel Expense Statement (TES)
Attestation & Comments Tab

Features Include:
- Traveler and Reviewer Attestations
- Comments