

**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 electronic approval of Travel Forms serves as my signature for these 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 UID: _____

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: _____

UID: _____

Delegated to Approve: _____

Printed Name and Title: _____ Email Address: _____

UID: _____

Delegated to Approve: _____

Printed Name and Title: _____ Email Address: _____

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

Revised September 2014