

Dear University of Maryland Visitor or Sponsored Traveler:

When visiting the University of Maryland on an official trip that is wholly or partially funded by the University, refer to the following information to work with your sponsoring department to obtain airline tickets. University of Maryland Travel Policy applies to visitors and sponsored travelers on an official trip that is wholly or partially funded by the University. Additional information about Visitor Travel is available on the Travel Services Website.

With proper University of Maryland authority, your airline tickets can be arranged through one of three University contract travel agencies and billed directly to your sponsoring department. A Travel Approval Request (TAR) prior to the trip must be processed by the sponsor. This direct billing is possible only if the University of Maryland has agreed to pay for your airline or train transportation.

The University Department should:

1. Advise you of any cost limitations or other restrictions that may apply to your tickets.
2. Provide you with the name and toll-free telephone number of the contract travel agency that it wishes you to use.
3. Provide you with the name and University phone number of the contact person in the sponsoring department that the contract travel agency can call to request Travel Approval Request authorization.

The Sponsored Visitor should:

1. Contact the contract travel agency specified by the sponsoring department as early as possible in order to obtain the most favorable itinerary and fare.
2. Provide the contract travel agency with the name and University phone number of the department contact that will be processing the TAR.
3. Provide the contract travel agency with the mailing address if paper tickets are being used and your daytime and home telephone numbers.
4. Provide the contract travel agency with your airline seating preference.

The University of Maryland Contract Travel Agency will:

1. Make reservations in accordance with University Travel Policy and traveler preferences.
2. Contact the Department to provide the itinerary and fare that has been obtained in compliance with University Travel Policy.
3. Request that a TAR is processed in a timely manner to protect the fare obtained and to allow ample time for mailing paper tickets, if required, to the traveler.

The University of Maryland Department Contact will:

1. Prepare the TAR and obtain required authorizations in the normal way, if the arrangements are deemed acceptable.
2. Expedite the TAR if fare or travel dates require immediate actions.

University of Maryland Contract Travel Agency Information:

Agency Name: Globetrotter Travel
Toll-Free Number: 866.235.5467
Local Phone Number: 301.570.0800
Email: travel@globetrottermgmt.com
Web: <http://www.dbs.umd.edu/travel/services/agents.php#globetrotter>

Agency Name: Omega World Travel
Toll-Free Number: 877.403.4282
Email: umd@owt.net
Web: <http://www.dbs.umd.edu/travel/services/agents.php#omega>

Agency Name: Travel Leaders Corporate
Toll-Free Number: 800.333.2115
Local Phone Number: 301.403.4278
Email: travelon@tlcorporate.com
Web: <http://www.dbs.umd.edu/travel/services/agents.php#travel-on>

Travelers should utilize the contract travel agency designated by their sponsoring department so that the TAR is processed for the correct travel agency. Travelers should also inform the agency that the travel is sponsored by the University of Maryland.

For additional information, contact your University of Maryland department/unit sponsor, or University of Maryland Travel Services at 301.405.0607 or via email at travel@mercury.umd.edu. Additional information may be found on the Travel Services Website at www.dbs.umd.edu/travel.