

# OUT-OF-STATE TRAVEL REQUEST (OTR)

Check one:  Omega  Travel-On  Global  Made Own Arrangements

Name: \_\_\_\_\_

S.S. #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Trip Purpose: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Travel From: \_\_\_\_\_ To: \_\_\_\_\_

Departing Airport(3 digit code) \_\_\_\_\_ Destination Airport (3 digit code) \_\_\_\_\_

Please list expenses even if paying by Diner's card:

Airfare: \$ \_\_\_\_\_

Bus: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

UMCP MTS Vehicle Rental: \$ \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

Check here if fee is waived

Ground Travel: \$ \_\_\_\_\_

Other Reimbursable Expenses: \$ \_\_\_\_\_

List meals included in the registration fee: \_\_\_\_\_

\_\_\_\_\_