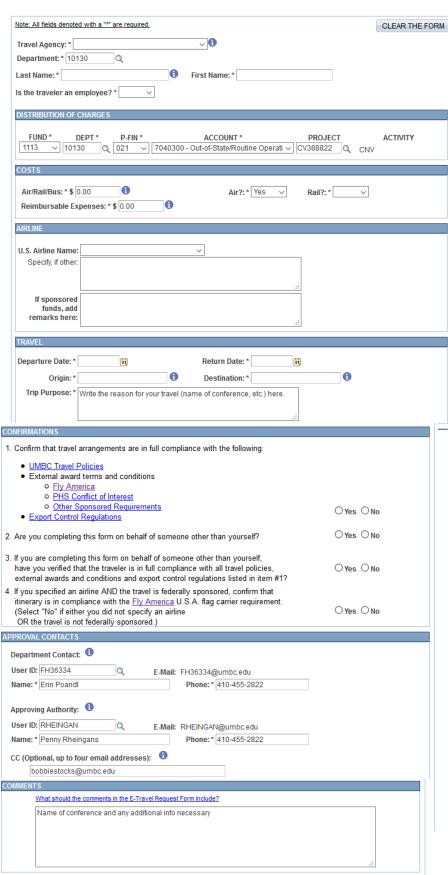
E-Travel Request Form – For CWIT (SWE) Foundation Account



SUBMIT E-TRAVEL REQUEST

my.umbc.edu → TOPICS → Financial Services & accounting → E-Travel Request form

my.umbc.edu → TOPICS → Financial Services & accounting → PeopleSoft: Finance → Accounts
Payable → E-Travel Request form

Travel Agency: travel agency used or OTHER

Distribution of Charges:

(For travel funded by the CWIT Foundation Account)

• Department: 10130 (CWIT)

Fund: 1113Dept: 10130PFIN: 021

Account: 7040300
 Project: CV388822
 Activity: CNV (auto fi

• Activity: CNV (auto filled)

Costs:

• Air/Rail/Bus: Total cost

Air: Yes or noRail: Yes or no

 Reimbursable expenses: Estimate of Food (up to per diem) and hotel and other possible incidentals (taxi).
 Save all receipts.

Airline:

 You will only see this section if you select YES for airline travel.

Travel:

• Trip Purpose: write the reason for your trip or the name of the conference

Confirmations:

• Confirm you are in compliance with various policies.

Approval Contacts:

- Department Contact: For CWIT travel Erin Poandl (FH36334)
- Approving Authority: for CWIT accounts Penny Rheingans (RHEINGAN)
- The person submitting the travel form, the department contact and the approving authority will all receive a copy of the travel request via e-mail. CC any additional people who will need a copy.