

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 waved

Ground Travel: \$ _____

Other Reimbursable Expenses: \$ _____

List meals included in the registration fee: _____
