

**UNIVERSITY OF MARYLAND
ELECTRONIC FORMS SYSTEM (ELF)
TRAVEL APPROVAL AUTHORIZATION**

College or Division: _____

Unit Name: _____

Page ____ **of** ____

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 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: _____ **Telephone:** _____ **Email:** _____

I delegate authority to staff listed below (*in order of authority level*) to approve electronic and hard copy travel documents. I acknowledge that it is their responsibility to ensure approved 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.

Approver Name: _____ **Title:** _____

UID: _____ **Telephone:** _____ **Email:** _____

Check one: Add or Remove Approver

Approver Name: _____ **Title:** _____

UID: _____ **Telephone:** _____ **Email:** _____

Check one: Add or Remove Approver

Approver Name: _____ **Title:** _____

UID: _____ **Telephone:** _____ **Email:** _____

Check one: Add or Remove Approver

Approver Name: _____ **Title:** _____

UID: _____ **Telephone:** _____ **Email:** _____

Check one: Add or Remove Approver

Submit completed and signed form to Travel Services, Room 2107 Patapsco Building, or email to travel@umd.edu, or fax to 301.405.0555. Contact us at 301.405.0607 for assistance. (Rev. Sept. 2019)