

Questions for reviewing and approving Travel Approval Requests on sponsored projects:

- Does the sponsor require prior approval of travel? (Check award terms and conditions)
If yes, contact ORA.
- Does the international travel occur within the period of performance of award?
- Does the award budget contain funds for international travel?
- Is the international travel relevant and benefits the scope of award?
- Is there sufficient documentation in award to support international travel, i.e. approved budget and/or budget justification contains detailed information?
- Does the international travel require any special arrangements, special fees (visa's, passports, expedited service fees) Is there documentation to support a need for these special fees?
- Is the international travel to be charged to a federal award? If yes, international travel must be in compliance with the Fly America Act, which requires the use of US Flag carriers.
- Does the international travel require use of a non-U.S. air carrier? If yes, complete **Fly America Act Waiver Checklist** and retain documentation in files for audit purposes. If the airline ticket purchased from a foreign carrier under a “code share arrangement, the ticket must be issued under the US carrier’s name.
Does the foreign travel involve a foreign national coming to campus? If so, the foreign visitor must be screened against restricted, blocked, and denied entities lists. Please visit the Export Compliance Office website website and click on the Foreign Visit Request to determine if the foreign visitor will require screening: <http://www.umresearch.umd.edu/Export/overview.html>

Once the screening response is received, the travel process can be complete.

Websites for additional information and available resources:

<http://ora.umd.edu>

<http://www.dbs.umd.edu>

<http://www.globetrottermgmt.com/>

<http://www.tvlon.com/um/>

<http://www.omegatravel.com/clientsites/umd/>