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**Office of Professional Education**

## SINI 2015 TRAVEL REQUEST

**Completed Form Due: Friday, May 1, 2015**

The State of Maryland requires that a travel request form be on file for all speakers who will submit a request for travel expense reimbursement. If you plan to request reimbursement for expenses incurred a Travel Request form must be completed and submitted to [**sinispeakers@gomeeting.com**](mailto:sinispeakers@gomeeting.com)no later than Friday, May 1, 2015.

**Please PRINT the following information.**

Name:

Address:

City:       State:       Zip:

Business Phone:       Cell Phone:       E-mail Address:

Social Security Number or Federal Tax ID:

**If you will be driving to the conference please submit a copy of your MapQuest or Yahoo Driving Directions with this form.**

**If you will be traveling by air please complete the following:**

Departing Date:

Departing Airport:

Arrival Airport:

Return Date:

Departing Airport:

Arrival Airport:

**Please check here if you have chosen to decline the offer for travel reimbursement.**

Accepted by

(this will act as your signature)

Date of Signature

**Return completed form to** [**sinispeakers@gomeeting.com**](mailto:sinispeakers@gomeeting.com) **no later than Friday, May 1, 2015**