How to book airfare, rail-fare, lodging and/or auto rental

1. You can book airfare, rail fare, lodging or auto rental for yourself or a guest through the Trip Search

2. Type your itinerary such as dates and location to search for airfare, rail fare, lodging or auto rental.
University of Maryland College Park requires an approved Request prior to booking travel. Failure to obtain approval in advance may result in expenses being rejected.
You will select the expense (airfare, rail-fare, lodging or auto rental).
4. Once you have selected the itinerary, you can use the **Tcard** or the **UMD Ghost Card** to reserve/pay for the expense.