

Campus Announcement: Travel eForms – Request and Expense Reimbursement System

The campus is implementing a new Travel eForms- Request and Expense Reimbursement System on **October 24, 2011**. Starting October 24 and thereafter, UMB schools and departments will be submitting all new travel requests and expense reimbursements using the new Travel eForms System.

The Travel eForm System will automate the travel process for all UMB travelers (employees, affiliates, non-employees and student – employees). Both travel request and expense reimbursement eForms can be accessed through the My UM Portal (specifically, the My UM Employee Self Service tab). The Travel eForm will be electronically routed for approval and automatically entered in eUMB for reimbursement – employee travelers through Payroll and non employee travelers through Accounts Payable. The system will allow users to electronically attach supporting documentation such as scanned travel receipts for hotel, tolls, meals etc. (original receipts for employee travel must be retained in the department for audit purposes).

The campus is offering training sessions to prepare you for the system roll-out. This training is designed for all those who travel on University business and for those who process travel reimbursements for the faculty and staff in their respective school or department. If you are unclear as to your specific role, or potential role, please contact your current School or Department Travel Coordinator for more information and further clarity.

The campus instructor-led sessions are being offered as follows:

- October 20, 2011 School of Nursing Small Auditorium - Room 140 1:30pm -3:30pm
- October 21, 2011 School of Law, Room 107 1:30pm – 3:30pm
- October 25, 2011 School of Social Work Auditorium 1:30pm-3:30pm
- November 2, 2011 School of Nursing Small Auditorium – Room 140 10am-12pm

Click on this link to register:

https://cf.umaryland.edu/cits_training/show_schedule.cfm?cid=89

If you can't make one of the instructor-led presentations, the campus also offers self-paced training via the User Productivity Kit (UPK), which you can take at your desk at your own pace starting **Thursday October 20, 2011**. Access to the self-paced training will be offered through the campus portal. The specific navigation path is as follows: From the campus portal page under the Enterprise Menu select - UPK Tutorials – Browser, eForms, Travel and then select the appropriate eTravel topic of your choosing.