Introducing UM Travel eForms
What Are eForms?

- Forms that are...
  - Completed online
  - Routed electronically for approval
  - Approved online based on the login credentials of the approver
  - Stored online and available by search

- Travel eForms are the first of many to be developed
What Are **Travel** eForms?

- Travel eForms are the new way to...
  - **Enter** Travel Request and Expense forms
  - **Approve** Travel Requests and Travel Expenses
  - **Load** travel expense data to eUMB for payment processing
  - **Store** Travel Request and Expense forms
What’s NOT Changing with Travel?

- The underlying travel request and expense reimbursement process is NOT changing...

- Travel reimbursements will be paid...
  - Through paychecks for Employees
  - Through Accounts Payable for Affiliates, Student and non-employees
  - No change from today’s process.
What IS changing with Travel?

- **How we process** travel requests and expense reimbursements **is changing**

- Electronic submission will enable the campus to have a **structured approval process** that is **consistently** applied across the enterprise
What’s New With Travel eForms?

- **Electronic entry and routing** for travel forms
  - Can be tracked online from submit to complete
  - Anyone associated with a form can see exactly where it is and how long it’s been there

- **Departments retain Employee receipts**
  - Receipts collected, scanned, attached to eForm
  - Original receipts retained by department
  - Approvers refer to electronic copy of receipts
Travel Supervisor

- Approves time away from workplace
- Must be senior to Traveler within organization’s reporting structure
- Department assigns this role

**eForms enforce timeliness** requirement
- Explanation required for expenses submitted more than 60 days after return date
What’s New With Travel eForms?

- **Travel Request eForms** retained in system
  - Department reviews and approves
  - Financial Services Travel does not review or approve
  - No need to send copies to FS Travel
- **New Commute Miles** field and calculation
What Guides What’s New?

- **UM policies** guide Travel eForms
  - **Travel Supervisor** level of approval added to comply with UM Expense Reimbursement Policy ([http://cf.umd.edu/umpolicies/usmpolicyinfo.cfm?polid=353](http://cf.umd.edu/umpolicies/usmpolicyinfo.cfm?polid=353))
  - **Commute Miles** added to comply with IRS guidelines
  - **Timeliness** requirement already part of existing UM Travel Policy ([http://www.umd.edu/media/umb/af/fs/policies/Travel.pdf](http://www.umd.edu/media/umb/af/fs/policies/Travel.pdf))
Who Works on eForms?

- **Traveler**
  - Certifies submitted expenses are allowable, true, correct and have not been reimbursed

- **Travel Administrator**
  - Certifies compliance with UM Travel Policy
  - Manages original receipts

- **Travel Supervisor**
  - Approves time away from workplace
Who Works on eForms?

- **Travel Approver**
  - Approves expenses against department’s chartstring

- **Financial Services Travel Approver**
  - Performs final review of expense form
  - Approves for payment

- **Travel Proxy**
  - Acts on Traveler’s behalf when s/he is on extended travel
Traveler (or Travel Administrator) enters Request eForm.
Travel Administrator ensures all necessary information is recorded.
Approval Workflow – Travel Request

Traveler

Travel Administrator (1st Chartstring)

Notify Other Travel Administrators

Travel Supervisor (If Traveler is an Employee)

- Travel Approver Chartstring 1
- Travel Approver Chartstring 2

FYI email notifies other Travel Administrators (if any) related to chartstrings on this Request.
Approval Workflow – Travel Request

1. Traveler
2. Travel Administrator (1st Chartstring)
3. Travel Supervisor (If Traveler is an Employee)

- Notify Other Travel Administrators
- Travel Approver Chartstring 1
- Travel Approver Chartstring 2

Travel Supervisor approves time away from normal workplace.
Travel Approver(s) review and approve charges to chartstring(s).
Travel Request eForm is fully approved upon sign-off by Travel Approver for each chartstring cited.
Travel Expense Workflow
Traveler enters Expense eForm.

Traveler

Notify Other Travel Administrators

Travel Administrator (1st Chartstring)

Travel Supervisor (If Traveler is an Employee)

Travel Approver Chartstring 1

Travel Approver Chartstring 2

Financial Services Travel
Approval Workflow – Travel Expense

1. Traveler

2. Travel Administrator (1st Chartstring)

3. Travel Supervisor (If Traveler is an Employee)

4. Travel Approver Chartstring 1

5. Travel Approver Chartstring 2

6. Financial Services Travel

7. Notify Other Travel Administrators

8. OR Travel Administrator enters Expense eForm.
Approval Workflow – Travel Expense

IF Travel Administrator enters Expense eForm: Traveler must approve, certifying expenses are true, correct and have not been reimbursed.

Notify Other Travel Administrators

Traveler

Travel Administrator (1st Chartstring)

Travel Supervisor (If Traveler is an Employee)

Travel Approver Chartstring 1

Travel Approver Chartstring 2

Financial Services Travel
Approval Workflow – Travel Expense

Traveler

Notify Other Travel Administrators

Travel Administrator (1st Chartstring)

Travel Supervisor (If Traveler is an Employee)

Travel Approver Chartstring 1

Travel Approver Chartstring 2

Financial Services Travel

Travel Administrator certifies compliance with UM Travel Policy, collects & manages original receipts.

FYI email notifies other Travel Administrators (if any) related to chartstrings on eForm.
Approval Workflow – Travel Expense

Traveler

Travel Administrator (1st Chartstring)

Travel Supervisor (If Traveler is an Employee)

Travel Approver Chartstring 1

Travel Approver Chartstring 2

Financial Services Travel

Notify Other Travel Administrators

Travel Supervisor approves time away from normal workplace.
Traveler

Travel Administrator (1st Chartstring)

Travel Approver(s) review and approve charges to chartstring(s).

Travel Approver Chartstring 1

Travel Approver Chartstring 2

Travel Supervisor (If Traveler is an Employee)

Financial Services Travel

Notify Other Travel Administrators

eForm advances only after approval of all chartstrings.
Approval Workflow – Travel Expense

Financial Services
Travel conducts final review and authorizes for payment.

Notify Other Travel Administrators
How Do I Get An eForms Role?

- All UM Employees and Affiliates are automatically assigned the Traveler role
- Travel Supervisor role is assigned by the department (no form required)
- Use appropriate form to request Travel Administrator, Travel Approver or Travel Proxy
How Do I Get An eForms Role?

- Complete and sign form, then coordinate department sign-off
  - CITS eForm User Authorization Form
    - Travel Administrator
    - Travel Approver
    - http://www.umaryland.edu/media/umb/cits/eForm-User-Authorization-Form1.docx
  - Financial Services Travel Proxy Form
    - Travel Proxy
Who Do I Contact For Help?

- Your department’s eForms contact is your departmental **Travel Administrator**
  - Have local knowledge to help answer your question or resolve an issue
- If your eForms contact is not available, contact the **IT Help Desk** at 410-706-4357 (6-HELP) or [help@umaryland.edu](mailto:help@umaryland.edu)