

UMB Foundation Policy Update

Travel Reimbursements

Starting with the University implementation of Concur, currently scheduled for April 10, 2023, **the Foundation will require proof of Concur approval for travel-related disbursement requests.** Travel must be registered if traveling out of state or staying overnight within Maryland. Travel costs include, but are not limited to, parking, mileage, car service, train fare, air fare, and hotel.

This is a required process change in order to be in compliance with the University of Maryland, Baltimore (UMB) [Procedure for Business Travel for UMB Employees](#). This policy applies to all UMB employees and includes travel expense reimbursements issued by the UMB Foundation to UMB employees.

In alignment with UMB policy guidelines, all business travel must be properly authorized and approved in Concur prior to booking, the commencement of travel, and/or incurring any travel expenses. For example, when booking flights, hotels, etc., with a personal credit card, the purchase date must be after the travel approval date.

The Concur approval should be documented with the pdf version of the Concur “Request to Travel Detail Report” and submitted with other required backup documentation attachments in the E-DRF. All other Foundation policies and guidelines regarding appropriate travel expenditures still apply, and can be found here: [UMBF Policies and Procedures Manual](#)

If you have any questions about the Concur system, please visit:
<https://www.umaryland.edu/controller/disbursements/travel/>

If you have questions about how the travel policies relate to Foundation expenses, please contact: umbf-operations@umaryland.edu



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