

Travel Expense eForm (TE)

Add Travel Expense Form Step 1 of 2: Select Traveler

If yes:	st Approved for this Tra	aver?	•			
,		Travel Request#:				
		oyee/Affiliate ID:				
	Trav	veler First Name:				
	Tra	veler Last Name:				
			SEARCH	CLEAR		
State" (trave	enses for this trip consi eling to or within DC or lete Travel Expense	Maryland)?		•		
Form Information						
Expense eForm ID:	Pre-filled	Requested Date: F	Pre-filled			
Initiator Information	on					
Name: Pre-filled			User I	D: Pre-filled	ſ	
Email: Pre-filled			Phone	e: Pre-filled	1	
Initiating Dept: Pi	re-filled			of this inform nformation in		, please correct ontact HR.
	pleted, this inform	ation is pre-fille	ed:			
Traveler Informati	on					
*Traveler Type:						
*Purpose Type:						
*Describe the Bene	efit to UMB:					
*Travel Agency:						
Explain why the TR	EQ is late: Box appears if TR is	late.				



Expense to be reimbursed to someone other than Traveler? $\hfill \Box$

If yes, the following box appears:

Reimbursee Information											
*Reimbursee Type:	Type: If Other or Student, the SSN is needed.										
*Does this person have SSN?			If No, Visa Number is re	quired.	*SSN/Visa Num	ber:					
*First Name:					*Last Name:						

If employee is the recipient, this box is pre-filled:

Check Address	Check Address												
*Country:													
*Address Line 1:													
*Address Line 2:													
*City:													
*State:			*Postal Code:										

Choose Types of E	Expenses You Are Claimir	ng		
Meals	Lodging	Transportation	Mileage	Other



ADMINISTRATION AND FINANCE

Itinerary																
Row	Departure Date	Departure Tin	ne Departing From	To Country	Country Name	To State	State Name	To City/Region	Local Arrival	Date Local Arrival Time	Auto Mileage	Commute Miles(to be subtracted)	Total Miles	Mileage Expense Amount		
1													Pre-filled	Pre-filled	+	
2													Pre-filled	Pre-filled	+	
Over 60	days Travel Retu	rn? 🔲 (F	Pre-filled)													
	Fro	m Date:	Pre-filled	Pre-fill Per Di	iem Amount	s?:										
		To:	Pre-filled	Lodging:	Pre-filled	Lu	unch:	Pre-filled		Create Expense R	ows					
Es	Estimated Expense Grand Total: Pre-filled Breakfast: Pre			Pre-filled	D	inner:	Pre-filled									

Expense Ch	Expense Chart																
Date	Breakfast	Lunch	Dinner	Lodging	Shuttle/Taxi	Air/Rail/Bus	Auto Rental	Parking Fee	Bridge or Tolls	Phone/Internet	Registration	Tips	Other	Unreimbursed Amount(to be subtracted)	Daily Total		
																+	
																+	

Expense Grand Total: Pre-filled

*Was any portion of
your trip for personal
reasons?



If yes, the following box appears:

Please enter the	dates		
From Date	To Date		
		+	

Explain	Expenses:
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Submit



Univ	Jniversity Funding												
Row	Find Chartstring	PCBU	Project ID		Owner Dept		Program	Fund	Account	Transaction Dept ID	Amount	+	
1	Find Chartstring	Pre- filled		Pre-filled		+							
2	Find Chartstring	Pre- filled		Pre-filled		+							
	Remainder to be Distributed: Pre-filled. Should be 0.00.												

Forr	Form Messages									
		Message Text	<u>Description</u>							
	A	Acknowledge compliance with policies and procedures	I certify that the expenses listed on this form comply with applicable UMB policies and procedures (http://www.umaryland.edu/policies-and-procedures/library/financial-affairs) and have not been previously submitted for payment.							

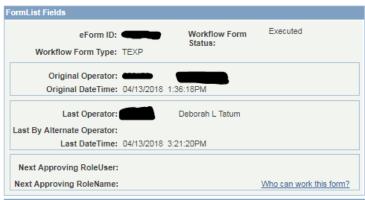
Fi	File Attachments											
	Upload	View	<u>Description</u>	Attachment Id								
1	Upload	View		Pre-filled	Delete							
2	Upload	View		Pre-filled	Delete							

Add File Attachment	
Comments	<< Previous
	Save as Draft
Your Comment:	
Comment History:	



View Travel Expense Form

Step 2 of 2: Form History





Transaction Log							
	Current DateTime	Role Name	<u>User ID</u>	User Description	Form Action	Workflow Form Status	
	04/13/2018 1:36:18PM	UMB_EF_TRAVEL_ADMINISTRATOR			Submit	Pending	
	04/13/2018 2:40:11PM	UMB_EF_TRAVELER			Approve	Part Apprv	
3	04/13/2018 2:41:50PM	UMB_EF_TRAVEL_SUPERVISOR			Approve	Part Apprv	
4	04/13/2018 2:41:50PM	UMB_EF_TRAVEL_APPROVER			Approve	Part Apprv	
	04/13/2018	UMB_EF_TRAVEL_APPROVER			Approve	Part Apprv	
6	04/13/2018 3:21:24PM	UMB_EF_TRAVEL_FINSVC			Authorize	Authorized	

Form Messages

