

Procedure on Business Travel for Nonemployees

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PURPOSE

Authorize and process payments for Nonemployee UMB business-related travel expenses.

APPLICABILITY

Nonemployees seeking cost assistance for UMB business travel-related expenses.

Operational Units that offer travel-related cost assistance to Nonemployees.

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INSTRUCTIONS

Scope

- I. This Procedure applies to the approval of all domestic and international Business Travel and to the purchase of transportation, Lodging, meals, and other expenditures charged to UMB Funds and paid directly to a travel services provider or reimbursed to an individual who is not a UMB employee (“Nonemployee”). This Procedure applies to all Nonemployees, including [Authorized Affiliate Employees](#). In addition, this Procedure applies to UMB [Employees](#) having responsibilities for the approval of Business Travel or Business Travel expense payments.
- II. This Procedure does not apply to:
 - A. UMB Employee Business Travel
 - B. business food/meal purchases
 - C. moving and relocation expenses
 - D. student academic travel
 - E. student trips funded by student organizations
 - F. research study participants

General Guidelines

- I. A [Nonemployee](#) is considered to be in [Travel Status](#) for UMB business only when the Business Travel has been authorized by a UMB Operational Unit and the Business Travel benefits UMB.
- II. All Nonemployees seeking payment for expenses must complete and sign the [Nonemployee Business Travel Certification Form \(NBTC\)](#). This form must be included with the travel expense payment request.
- III. Expenditures for Business Travel must be reasonable, necessary, and incurred to fulfill a bona fide business purpose of UMB. The reasonableness of an expense depends upon many relevant factors, including the business purpose of the Business Travel, the destination, and the duration of Business Travel.
- IV. Business Travel that is funded by a sponsor must comply with the terms of the grant or contract between the sponsor and UMB. It is the Operational Unit’s (school, division, department, etc.) responsibility to verify that sponsors permit use of funds for Business Travel expenses being charged to accounts supported by sponsor funds. Payments cannot

exceed the limits set forth in this Procedure regardless of sponsor policies concerning travel expenses.

V. Approval of Business Travel

- A. All Business Travel must be properly authorized prior to commencement of the travel.
- B. Operational Units may limit the amount of Business Travel funding for specific trips, or in general, at the discretion of the Operational Unit head or designee.
- C. The following types of Business Travel require pre-approval using the Travel Request eForm (TR). The TR should be approved at least one business day prior to the start of the trip.
 1. Business Travel booked through a UMB contracted travel agency.
 2. International Travel
 3. Any Business Travel that includes a car rental.
- D. If the TR is not fully approved prior to the departure date an explanation describing the reason(s) why the TR is late must be included in the TR.
- E. Approval procedures for other types of Business Travel not listed in Section V.C. above are established by individual Operational Units. Approval can be accomplished using the TR.
- F. Operational Units may establish stricter procedures for approving Nonemployee Business Travel as needed.
- G. Operational Unit approvers may reject Business Travel requests, and subsequently may reject all or part of payment requests if the payment sought would be inconsistent with policy, exceed travel approvals and/or, available funding, or be contrary to any other communicated spending limits.
- H. Operational Units may deny payment requests for Business Travel that was not approved prior to the trip.
- I. It is the responsibility of each Travel Administrator to obtain the appropriate approvals for Business Travel requests and payments.
 1. Business Travel requests and payments must be approved by a person with fiscal authority for the funds used to pay for the Business Travel in accordance with [UMB Policy VIII-14.00 \(A\) Policy on Approval, Payment and Reimbursement of Personal](#)

Business-Related Expenses of UMB Employees. This approver cannot be a subordinate of the traveler. A student must also obtain approval to travel according to the academic policies (e.g. attendance) of the school in which the student is enrolled.

2. A traveler may not approve his or her own Business Travel or payment request.
 3. Approvers may not approve Business Travel requests or payments for family members or other individuals who appear to be closely related or have a non-UMB business or close personal connection to the approver.
- J. Approvers are authorized to approve only expenses allowable under UMB Policy VIII-11.00(A) and this Procedure.
- K. When obtaining approval for any Business Travel charged to UMB Funds, the traveler must:
1. Include **all** of the following information:
 - a. Detailed documentation explaining the UMB business purpose for the Business Travel. For example, the invitation, agenda, and/or itinerary for the trip must be submitted if available. This documentation should explain how the traveler's role (e.g. attendee, presenter) relates to the individual's job or UMB's mission.
 - b. List of the total estimated expenses for the trip.
 - c. Funding source (e.g. project ID).
 2. Obtain approvals as described in Section III.I above.
- VI. Payments for Business Travel expenses must comply with IRS regulations and related UMB policies and procedures. To qualify for payment, expenses must satisfy the IRS requirements for deductible expenses **and** must be UMB allowable expenses. Under extraordinary circumstances (e.g. health-related requirements, severe weather conditions), travel arrangements that result in higher costs may be allowable, and payments for costs normally disallowed may be approved. Written justification for the additional costs is required.
- VII. UMB is required to follow IRS rules for the tax treatment of Business Travel payments. Accordingly, all expenses must be:
- A. substantiated with the cost, date, name and address of the place, business purpose for the expense or the business benefit gained or expected to be gained, and the

occupations or other information (such as names, titles, or other designations) about the recipients that shows their business relationship; AND

- B. accounted for within a reasonable period of time. The IRS definition of reasonable period of time depends on the facts and circumstances of the situation. UMB requires submission of travel expenses for payment within 60 days after the date the Business Travel is completed (“Return Date”).
- VIII. **Complete and correct payment requests must** be submitted within 60 days after the [Return Date](#). **Any** payment requests that have not been submitted within 60 days after the Return Date may be treated as taxable compensation to the recipient.
- IX. Payment requests submitted to Financial Services (FS) more than six months after the Return Date will not be paid.
- X. FS will reject payment requests that include unallowable expenses. All Nonemployee travelers are encouraged to contact the Operational Unit’s Travel Administrator for assistance in determining allowable expenses, and to promptly submit requests for payment of allowable expenses. If a traveler wishes to request payment for expenses not described as UMB allowable expenses in these Procedures, the traveler should not delay a payment request for the UMB allowable expenses. Requests for exceptions to the Procedure and special travel payments should be submitted separately, and as soon as practicable after the Return Date, through the Operational Unit.
- XI. Operational Units may establish additional requirements (e.g., procedures, forms, receipts) to meet their business operations and reporting needs. An Operational Unit’s requirements may supplement but may not replace those prescribed in this Procedure. Time limits set in this Procedure may not be extended (but can be shortened) by Operational Unit requirements. Operational Unit requirements must be consistent with IRS regulations and applicable USM and UMB policies.
- XII. Payment Methods
- A. Contracted Travel Agency
 - 1. UMB may have contracts with travel agencies to assist travelers in making travel arrangements. The list of contracted travel agencies is available through the [Financial Services Travel website](#).
 - 2. Air and rail fares for a Nonemployee traveler traveling on behalf of UMB may be booked through a contracted travel agency and billed directly to UMB.

3. Other expenses booked through a contracted travel agency, such as hotel and car rental, or travel arrangements for persons accompanying a Nonemployee traveler who are not themselves traveling on behalf of UMB, must be paid by the traveler.

B. Personal Funds

1. Authorized expenses paid with personal funds may be reimbursed up to the approved amount allowed by UMB policy.
2. Reimbursements for meals and private auto Mileage are paid using established rates. Refer to [Section XIII. Lodging, Transportation, Meals, and Other Expenses](#) for additional information.
3. Reimbursements for hotel, car rental, and other expenses require sufficient supporting documentation, such as itemized receipts and proof of payment. Refer to [Section XVIII. Documentation](#) for additional information.

XIII. Lodging, Transportation, Meals, and Other Expenses

A. Lodging

1. Payment for costs of overnight Lodging may be appropriate under one of the following conditions:
 - a. Travel destination is more than 50 miles from the traveler's starting point;
 - b. A business event at the travel destination begins before 8:00 AM and the individual is in Travel Status for at least 12 hours; the traveler may secure overnight Lodging the night before the business event.
 - c. A business event ends after 8:00 PM and the traveler is in Travel Status for at least 12 hours; the traveler may secure overnight Lodging the night following the business event.
2. [Lodging](#) expenses must be reasonable and necessary to meet the purpose for the Business Travel. Lodging expenses will not be paid if the Lodging is for personal preference or convenience. Lodging expenses will be treated as reasonable and necessary business expenses if:
 - a. The Lodging is necessary for the individual to participate fully in or be available for a bona fide business meeting, conference, training activity, networking reception, or other business function, or the individual is required to remain at the activity or function overnight; and

- b. The Lodging is not lavish or extravagant under the circumstances and does not provide any significant element of personal pleasure, recreation, or benefit.
3. In special circumstances (e.g. severe weather, health or safety concerns) Lodging may be requested for business trips less than 50 miles from the traveler's starting point.
4. Lodging expenses are paid at the standard room rate charged by the facility and the related taxes. [Federal per diem rates](#) are used as guidelines to determine reasonableness. Rates that exceed the federal per diem rates may require documented justification.
5. Groups may elect to share a suite or other arrangements that result in a lower cost to UMB.
6. Payment Methods for Lodging Expenses
 - a. Personal Funds
Travelers using [personal funds](#) make their own Lodging arrangements and should take advantage of USM, state government, UMB and meeting/conference discount rates whenever possible.
 - b. Corporate Purchasing Card (P-Card)
 - i. Departments may authorize the use of the P-Card to pay for Lodging expenses. Only allowable room charges may be paid with the P-Card. The P-Card may not be used to pay for additional charges on the Lodging bill (e.g. room service, meals, beverages, laundry, Internet).
 - ii. Lodging expenses paid by the P-Card must comply with Travel and Procurement Policies and Procedures.
 - iii. Departments should use caution when utilizing the P-Card to safeguard against unauthorized use and charges.
 - iv. P-Card charges that are not in accordance with this Procedure and related Policies must be reimbursed to UMB from external funds (e.g. personal funds, Foundation).
 - v. It is recommended that departments implement additional P-Card procedures that include internal controls and consequences for non-compliance (e.g. revocation) as needed.

- vi. The P-Card should not be used for any travel-related expenses other than Lodging as described in this Procedure.

B. Transportation

1. Air or rail transportation

- a. Travelers are expected to purchase the least expensive logical fare via the most direct route.
- b. Arrangements that exceed reasonable fares require written justification to support the additional costs. Payment requests for unreasonable or excessive costs may be denied.
- c. Travelers may purchase air or rail tickets using:
 - i. a UMB [contracted agency](#), billed directly to UMB or
 - ii. personal funds (e.g. online, through the traveler's travel agent)
- d. When using personal funds travelers should carefully evaluate the purchase details and compare fares with UMB contracted agency fares to determine the best pricing. Travelers should be aware that many online purchases are non-refundable, may not be changed without penalties, or may include additional fees. Similarly, UMB contracted agencies may charge additional fees for services to change travel plans and may pass through fees charged by air or rail ticket issuers. When travel plans are uncertain or likely to change, the comparative costs of potential ticketing changes should be considered when choosing the method to secure tickets and reservations.
- e. All federally funded air travel must be in accordance with the [Fly America Act](#) which requires the traveler to use an American flag carrier airline unless an [Open Skies Air Transportation Agreement](#) applies. Additional information is available through [Sponsored Programs Administration \(SPA\)](#).
- f. Air and rail travel other than coach/economy class may be paid under the following conditions:
 - i. When necessary because it is the only service offered between two points.
 - ii. When work-related schedules, routing changes, or cancellation of service make such travel necessary.
 - iii. Where the origin and/or destination is outside the continental United States, and the scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours, but only with written pre-approval by the

Associate/Assistant Dean or Associate/Assistant Vice President. The approval must specify the dates for which the approval is valid.

- iv. When such accommodations are necessary as reasonable accommodations of an individual's disability based on a current written statement of a health care provider who is currently treating the Nonemployee for the condition causing the disability.
- v. Written justification for the additional costs is required.
- vi. First class airfare is not allowed.
- g. UMB does not reimburse for tickets purchased:
 - i. with frequent flier miles. However, UMB will reimburse the taxes, fees, and ancillary charges for tickets purchased with frequent flier miles.
 - ii. on an auction website.
- h. Generally, additional fees (excluding food and meals) that are imposed by an air carrier are reimbursable if reasonably necessary for the Business Travel.

2. Car and Driver Services (Taxis)

- a. Expenses for standard car services are allowable. A standard car service utilizes an economy-class car that usually seats four people, including the driver. Hired cars that exceed the amount of an economy-class car will be reimbursed at the economy rate. Examples of hired cars that exceed economy-class include, but are not limited to:
 - i. Limousines and similar services (e.g. ExecuCar, All Stretched Out)
 - ii. Chauffeur and similar services (e.g. Dryver, Premier Private)
 - iii. Upgraded services (e.g. UberXL, UberSELECT, Lyft Plus, Lyft Premier)
- b. Fees charged for wait times are not reimbursable.
- c. Tips should be reasonable and not exceed 20% of the fare.
- d. Receipts are required and must include the amount of the tip.
- e. Driver services are not reimbursable. Driver services are companies engaged in deploying drivers to the traveler's location to drive the traveler's car while the

traveler uses an alternate source of transportation. Example: Two drivers are deployed to separately transport the traveler and the traveler's vehicle (e.g. Dryver).

- f. A group of travelers on UMB business are encouraged to share transportation. The vehicle used must be the equivalent of an economy-class car. A standard van, or other vehicle that results in a comparable per-passenger fare, is acceptable. Hotel or conference-facility courtesy transportation should be used when available.
3. Use of personal vehicle
 - a. Any person driving a personal vehicle on approved travel must have a valid driver's license.
 - b. Nonemployees who use a personal car for business purposes must have sufficient insurance coverage as required by the state in which the Nonemployee resides for the Nonemployee's protection and protection of any passengers and cargo. The Nonemployee is responsible for vehicle damage, liability, or other expenses incurred. Nonemployees may be required to submit evidence of insurance. See [Section XIV Traveler's Insurance Coverage](#) for additional information on car insurance.
 - c. The use of a personal vehicle will be reimbursed at the Mileage rate in effect at the time of travel. Current rates are published on the [Financial Services Travel](#) website.
 - d. Mileage will not be reimbursed for trips less than one mile each way.
 - e. Mileage should be rounded up or down to the nearest whole mile.
 - f. Mileage reimbursements cannot exceed the amounts allowed.
 - g. Mileage reimbursement requests must include a printout from a reliable website showing the Mileage.
 4. Car rentals
 - a. Nonemployees may rent cars for Business Travel when other means of transportation are unavailable, more costly, or impractical. Any Business Travel that includes a car rental must be pre-approved using a TR.

- b. Car rentals will be reimbursed for the least expensive car which will accommodate the trip requirements. The traveler should take advantage of USM, state, and UMB vendor discount rates listed on the [Financial Services Travel](#) website.
 - c. Reimbursements are made for the rental vehicle and gas expenses as evidenced by receipts. Mileage reimbursement is not available to Nonemployees who use rental vehicles.
 - d. See [Section XIV Traveler's Insurance Coverage](#) for information on insurance requirements.
 - e. Operational units have the authority to deny vehicle rental for Business Travel.
5. The settlement of any fines or penalties imposed for traffic, parking, or other violations is the responsibility of the individual and cannot be claimed for reimbursement.

C. Parking

1. Travelers must utilize low-cost, daily or long-term parking facilities when available.
 - a. Airport and Train Stations
 - i. Receipts are required.
 - ii. Receipts for hourly parking facilities and valet parking will be reimbursed at the lower, daily rate. The State will reject submissions that include the hourly rate. If the traveler uses hourly parking, the daily rate must be entered on the TE and the receipt should be adjusted to reflect the daily rate.
 - b. Parking Meters and Pay-as-You-Park Stations
 - i. Expenses incurred for parking meters and pay-as-you-park stations located at the travel destination may be reimbursable. Expenses should reasonably correlate to the time and length of the meeting, presentation, etc.
 - ii. Receipts are required for pay-as-you-park stations.
2. Nonemployees will not be reimbursed for charges incurred for using University parking facilities if their [primary worksite](#) is located adjacent to or on the UMB main campus or other UMB location.

D. Meals

1. Meals may be reimbursed for overnight trips only

2. The maximum allowable reimbursement for domestic travel personal meals is the standard meal rate published on the [U.S. General Services \(GSA\) website](#) and is based on the location of the work activities, as evidenced in the agenda; or based on the Lodging, as evidenced on the Lodging receipts. If the work activity and/or Lodging occurs in a city or county designated as a high cost area by the GSA, travelers may select whether to use the location of work activities method or the location of the Lodging method when determining the high cost rate. However, the traveler may not select both methods. Only one method may be used for the entire trip.
3. The traveler must include a printout from the GSA website that shows the calculated cost. The amount paid is up to the meal rate, excluding the incidental rate. Rates include tax and tip. Receipts are not required, but the traveler must list each meal separately.
4. The maximum allowable reimbursement for International Travel personal meals is the applicable [U.S. Department of State Meal Rate](#), excluding the incidental rate. The meal rate for International Travel is determined by the location of the work activities based on the agenda or by the location of the Lodging based on Lodging receipts. The same method for determining the rates must be consistently used throughout the trip. The traveler must attach a printout from the U.S. Department of State website showing the rates used.
5. Domestic and international personal meal reimbursements are allowable for a partial day's travel on the day of departure and on the day of return when travel includes an overnight stay. The amount paid is equal to 75% of the daily meal rate, excluding the incidental rate.
6. When work activities or Lodging are in multiple locations, the traveler may be reimbursed at the highest meal rate for any location where the traveler required a meal at a customary meal hour or at other times as dictated by travel schedules. The same rate must be used for an entire day.
7. Meal rates published by the GSA and U.S. Department of State are maximums and should not be considered entitlements. Operational Units have the authority to reduce payments based on availability of funds, availability of lower cost alternatives, specific requirements of funding sources, or reasonableness. Operational Units may request travelers to submit receipts to support meal expenses.
8. Meal reimbursements cannot exceed the amounts allowed.

9. When International Travel is in excess of 30 consecutive days in one location and the Lodging includes a kitchen(ette), grocery purchases may be more cost-efficient than restaurant dining. In these instances the meal reimbursement should be at 50% of the applicable daily meal rate, excluding the incidental rate.
10. Personal meal reimbursements will not be made when meals are included under other expenses already reimbursed, such as part of a conference registration fee, free hotel breakfasts, or in-flight meals. If a traveler needs to purchase a meal due to certain circumstances (e.g. dietary needs, flight schedules cause the traveler to miss a provided meal), the traveler must provide an explanation and receipts for the meals that were purchased. The cost of meals offered as part of a conference registration is allowable even if the cost exceeds the standard meal rate for the conference location.

E. Other Expenses

Other allowable business expenses are listed in the table below.

Miscellaneous Travel Expenses	Receipt required?
Reasonable expenses for ground transportation to and from airports, railroad stations, hotels and meeting places ¹ :	
Taxis, shuttles, etc.	Yes
Local buses, subways	No
Parking fees:	
Parking lots ²	Yes
Parking meters	No
Bridge or highway tolls ³	Yes
Telephone calls necessary to obtain transportation, hotel reservations, and other travel arrangements	Yes
Telephone calls allowing travelers to stay in reasonable contact with their office or family	Yes
Laundry/valet services when an Employee is required to be in Travel Status over one week	Yes
Tips for drivers, porters, bellhops and maid service- must be reasonable in relation to the expense or service	No
Registration fees charged by organizations for attendance at conventions, conferences and workshops, not paid in advance by UMB	Yes
Visas/Passports ^{4, 5}	Yes

Miscellaneous Travel Expenses	Receipt required?
Inoculations or other required prophylactic medicines ^{4,5}	Yes
Photographs for travel documents ^{4, 5}	Yes
Travelers checks fees ^{4,5}	Yes
Internet services to conduct university business	Yes
GPS units in rental vehicles ⁶	Yes
Airline fees for extra leg room requests	Yes
Airline fees for early check-in	Yes
Airline baggage fees	Yes
Business Center costs up to \$50 – administrative services for business purposes such as copying and faxing documents, etc. ⁷	Yes
<p>Notes:</p> <p>¹ Hotel or conference-facility courtesy transportation should be used when available. If a taxi is used, include the purpose of the taxi on the receipt.</p> <p>² Low-cost, long-term parking lots should be utilized when available. See Section XIII.3.C. – Parking.</p> <p>³ EZ Pass statements may be submitted in lieu of a receipt</p> <p>⁴ Obtained for purpose of Business Travel <u>subsequent</u> to Travel Request approval</p> <p>⁵ International travel only</p> <p>⁶ Subject to Operational Unit discretion when there is a business purpose which clearly indicates a need for such a device, such as travel to multiple locations in an unfamiliar location. Generally, GPS units should be not reimbursed for conference travel, where adequate directions to reach hotels are provided and shuttle services are available for use.</p> <p>⁷Excess charges must be submitted on a PUR02.</p>	

F. Unallowable Expenses

The following expenses are not reimbursable and may not be charged to UMB Funds:

1. Travel expenses for relatives, friends, companions, or pets.
2. Childcare, pet boarding, or house-sitting expenses.
3. Travel expenses incurred for personal convenience or preference, or otherwise not required to fulfill the business purpose of the travel.
4. Fees incurred to fulfill personal requests (e.g. aisle seat).
5. Magazines and newspapers.
6. Personal entertainment (includes, but not limited to movies, saunas, massages, etc.).
7. Hourly parking at airports and train stations. See Section XIII.C. – [Parking](#).
8. Fees for wait times, fines, traffic citations, parking tickets.
9. Additional car insurance.
10. First class airfare.
11. Airfare purchased using frequent flyer miles.
12. Additional flight insurance.
13. Lost baggage.
14. Travel upgrade fees.
15. Airport lounges and day rooms.
16. Airline, car, and travel card membership dues and club fees.
17. TSA Precheck registration and similar services
18. Lost or stolen tickets, cash or property.
19. Costs incurred by unreasonable failure to cancel transportation or hotel reservations.
20. Room upgrades.
21. Fees related to hotel late check-out for personal reasons.
22. Food, beverages, and snacks in excess of per diem meal rates.
23. Alcoholic beverages.
24. Expenses for travel reimbursed to the traveler or directly paid by the UMB Foundation, an [Affiliated Entity](#), or any other organization (e.g. host organization).
25. Personal meals for one-day trips. However, a business meal may be reimbursable. A business meal is a meal for one or more UMB Employees with one or more non-UMB Employees generally held in a restaurant where the business purpose is clearly identified. Refer to the UMB Policy on [Food and Business Meals Expense](#) and [FS Procedure – Food and Business Meals Expense](#) for additional guidance.

XIV. Traveler’s Insurance Coverage

A. Provided by the State of Maryland

1. Air travel coverage

Visit the [Environmental Health and Safety \(EHS\) Air Travel Coverage](#) webpage for detailed information about any air travel personal injury coverage available through the State.

2. Domestic car rental insurance

a. State of Maryland Employees (“State Employees”)

- i. State Employees are covered under the State’s insurance.
- ii. When renting vehicles for UMB business, sign the contract with the driver’s name and UNIVERSITY OF MARYLAND, BALTIMORE/STATE OF MARYLAND.

iii. Collision Damage Waiver and Loss Damage Waiver

- State Employees should not purchase Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) for vehicle rentals used solely within the State of Maryland.
- State Employees should check their personal auto insurance policy to ensure adequate coverage.
- State Employees renting vehicles in the State of Maryland or in other states for operation outside Maryland are not covered under the Maryland Tort Claims Act for liability claims relating to vehicle operation out of state, and the rental vehicles may not be covered for damage caused by other drivers. Therefore, a State Employee renting a vehicle for travel outside Maryland must rely on personal auto insurance or separately purchased vehicle insurance. UMB will not reimburse for insurance purchased for out of state vehicle rentals.
- UMB will not reimburse State Employees for the cost of insurance for personal vehicles; this applies to liability coverage and all other coverages. However, State Employees may be reimbursed for vehicle rental CDW for foreign rentals (outside the 50 states).
- State Employees who do not own a car and do not have automobile insurance should visit the [EHS Domestic Car Rental Insurance](#) webpage for more information.

- The UMB Operational Unit funding the travel will be responsible for the first \$1,000 of property damage to a UMB car or a rental car not covered by commercial insurance or the State’s insurance program.
- b. Nonemployees who are not employed by the State of Maryland (“Other Nonemployees”)
 - i. Other Nonemployees are not covered under the State’s insurance and must rely on their individual insurance for adequate coverage. Individual insurance must be at least the minimum amount required by the laws in the state where the nonemployee resides or insures a personal vehicle.
 - ii. Other Nonemployees will be reimbursed for additional insurance purchased to rent a car.
 - c. Visit the [EHS Domestic Car Rental Insurance](#) webpage for detailed information.
- B. Provided by Contracted Travel Agencies
1. Travel accident insurance
 - a. When tickets for common carriers (air, bus, and rail) are purchased through a UMB contracted travel agency, travel accident and lost baggage insurance for each trip are also purchased through the agency.
 - b. Travel Insurance covers transportation between arrival and departure gates at airports and equivalent points in train and bus stations.
 - c. Insurance information is subject to change. Travelers should review insurance coverage with the travel agency providing their tickets.
 2. UMB will not reimburse travelers for additional lost baggage or travel accident insurance, or for any type of travel insurance not provided by the travel agency or the State.
- C. Provided by UMB
1. International Business Travel Accident Insurance may be provided to Nonemployees at no charge. Nonemployees should verify coverage through EHS.
 2. For additional information regarding International Travel insurance and coverage requirements, contact the school’s International Travel administrator or EHS.

3. UMB will not reimburse travelers for the purchase of additional International Travel insurance.
4. Contact [EHS](#) to file a claim under the insurance plans listed in this section.

XV. Additional Requirements for International Business Travel

The following additional guidelines and requirements apply to International Travel:

- A. All travelers **must** register their International Business Travel with the [UMB International Travel](#) registry system prior to the start of Business Travel **and** furnish current emergency contact information on the TR. Contact the [Center for Global Education Initiatives](#) for more information.
- B. Travelers who are U.S. citizens are advised to also register their International Business Travel with the [U.S. Department of State](#) and non-U.S. citizens should register with their country's embassy in the country to which they will travel.
- C. Visa and Immunization Requirements
 1. Travelers are responsible for complying with all visa and immunization requirements, laws and regulations of the country they are traveling to including obtaining and maintaining any visas, permits, and immunizations required for International Travel.
 2. Travelers should obtain a passport, check visa requirements and consult with UMB's [Travelers' Health Clinic](#) and the CDC for immunization and travel health recommendations well in advance of departure.
 3. UMB travel agencies provide visa and passport processing.
 4. Costs of visas, immunizations, and other permits required for International Travel may be reimbursable in accordance with [Section XIII E](#), and included in the travel expense reimbursement along with receipts and supporting documentation.
- D. Use of Personal Vehicles and Vehicle Rentals
 1. Travelers are strongly discouraged from renting or driving vehicles while in foreign countries. Operational Units have the authority to disapprove requests for vehicle rental during business travel in foreign countries.
 2. UMB recognizes that in some instances vehicle rental in a foreign country is necessary to accomplish the business purpose of the trip. Travelers who have

Operational Unit approval to rent or drive a vehicle in a foreign country are responsible for:

- a. ensuring that they have adequate insurance coverage for the country.
- b. ensuring that they have a country driver's license or an international driving permit.
- c. obtaining adequate personal liability insurance and other insurance in the host country to cover risks of liabilities to passengers, pedestrians, and owners, operators and passengers of other vehicles, as well as costs of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws in the host country.
- d. If possible, noting in rental paperwork that the rental is for UMB business purposes.

E. International Travel Warnings

1. Travelers should regularly review the U.S. Department of State's travel advisories both when planning for travel and prior to departure. Travelers can request automatic updates and alerts from the [UMB International Travel](#) registry system.
2. Additional resources for International Travel are available through the [Center for Global Education Initiatives](#).

F. Translations and Conversions

1. The traveler is responsible for providing an English translation/explanation for all receipts written in a foreign language. The translation/explanation should provide:
 - a. an identification of the type of expenditure (i.e. Lodging, transportation, etc.)
 - b. a general description of the items included on the receipt (e.g. taxi)
 - c. the name of the vendor and address
 - d. the date and time
 - e. the amount converted to US dollars
2. Travelers should submit foreign currency exchange receipts or a bank statement detailing the transaction so the exchange rate for the transaction date can be applied to the reimbursement amount. If receipts or bank statements are not available, the online foreign currency convertor tool available through the [Financial Services Travel](#) webpage may be used.

G. Additional information on International Travel is available on the [Sponsored Programs Administration](#) website.

XVI. Business Travel Combined with Personal Travel

- A. Expenses charged to UMB funds must be entirely for Business Travel.
- B. Expenses for any portion of a trip that is not for UMB business purposes must be clearly identified and excluded from the payment request.
- C. While on a personal trip, such as a vacation on a cruise or at a resort, the traveler may seek payment for allowable expenses that were incurred to conduct UMB-related business. However, scheduling incidental business activities, such as attending a presentation dealing with general subjects, does not justify claiming personal trip expenses as business expenses.
- D. If a traveler interrupts Business Travel or deviates from the direct route of a business trip for personal reasons, trip expenses must be clearly identified as business or personal. Only UMB business-related expenses may be paid with UMB funds. Travelers are responsible for unpaid expenses.
- E. If the traveler extends the duration of the trip (earlier departure and/or later return) for personal reasons, the traveler is responsible for any increased costs. The traveler must clearly document the cost of the Business Travel alone along with the actual cost including personal travel to determine the appropriate amount to be paid by UMB funds. This information should be provided on the TR but must be provided on the TE. Failure to provide the separate documentation may result in the disallowance of the entire cost.
- F. If the transportation for a combined business and personal trip was purchased through the UMB contracted travel agency to be charged directly to UMB, the UMB travel agency requires the traveler to use a personal credit card to pay for the portion of the trip that is not UMB business-related. However, if the entire cost of the trip was charged to UMB, the traveler must reimburse UMB by check for the cost that exceeds the business portion PRIOR to the start of the trip.
- G. Any personal expenses charged to the P-Card are not allowed and must be reimbursed to UMB.

XVII. Cancellations

- 1. If travel must be canceled, the traveler must use reasonable efforts to recover any fares, registration fees, or other expense paid in advance of the travel.
- 2. If the traveler has already received reimbursement from UMB for any payments, or payments have been made by UMB on behalf of the traveler, documentation of the

expense recovery attempts and responses must be submitted and any recovered funds must be returned to UMB. The reason for cancellation must be included in the documentation.

3. If the traveler wishes to request reimbursement for nonrefundable expenses incurred in relation to cancelled travel, documentation of the expense recovery attempts and responses must be submitted with the eTravel Expense eForm (TE). The reason for cancellation must be included in the documentation.

XVIII. Documentation

- A. Travelers attending a conference or seminar must submit a copy of the agenda, or invitation, with the [TR](#) and the [TE](#).
- B. Adequate documentation for travel expense payments must include:
 1. Reference to the approved TR for trips booked through a UMB travel agency, all International Travel, and any travel that includes a rental cars. (This information should already have been processed in the eTravel system before the trip).
 2. An approved TE.
 3. Itemized receipts, except for meals, Mileage, and as specified in [Section XIII E- Other Expenses](#), to support actual costs incurred and paid. It is not sufficient to submit only the credit card receipt showing the total charged. Receipts emailed by vendors to the traveler may be used if they contain required information.
 4. If the amounts on the receipts are adjusted to remove any charges incurred for a traveling companion, or any other unallowable expenses, then any corresponding tax and tips must be deducted from the amount of the receipts.
 5. In extraordinary circumstances where an itemized receipt cannot be obtained, the traveler is required to complete a [Missing Receipt Certification Form](#).
 6. Signed Nonemployee Business Travel Certification (NBTC) form.
- C. The original receipts and documentation must be delivered to the FS Travel Coordinator before the expense reimbursement request can be processed. Operational Units must keep copies of receipts for their records.
- D. Payment requests that are not properly documented and/or that seek payment that is not allowed will be recycled with comments noting what matters require attention.

Approvable parts of the requests should be separated and resubmitted for payment processing.

- XIX. A traveler who pays for another traveler's costs must include in the TE the other traveler's name and TR number (if applicable). Only the person who pays for the costs will be reimbursed. Individuals should use caution when paying expenses of other travelers. The individual paying expenses bears the risk that expenses will not be reimbursed and the risk that reimbursement of another person's expenses may be treated for tax purposes as wages (i.e. reported to the IRS on Form 1099-MISC) to the individual who paid the expenses.
- XX. Trips involving multiple travelers who share expenses will be reimbursed to the traveler(s) who paid the expenses as designated on the reimbursement request(s), not to exceed the total cost of the trip. Travelers sharing expenses are encouraged to obtain separate receipts and submit separate claims for payment of expenses by UMB.
- XXI. IRS regulations govern the tax treatment of payments. UMB will defer to the effective IRS regulations to determine the tax treatment of payments made to Nonemployees.
- XVII. Questions? Contact the Travel Coordinator 410-706-6527.

Procedures

- I. Making Reservations and Ticketing
 - A. A TR is required for Nonemployees when booking travel through the travel agency, when the Nonemployee is traveling to or from a foreign country, or when renting a car.
 - B. Travelers should wait until a TR is approved before making reservations.
 - C. The TR should indicate the payment method(s) used (i.e. contracted travel agency, P-Card, personal funds) for the trip. Do not submit separate TRs for each type of payment method used for the trip.
 - D. In order to obtain the best price possible, travelers should make reservations in advance (at least 14 days for Domestic Travel and 21 days for International Travel).
 - E. If reservations are not made timely, causing a significant increase in cost, an Operational Unit approver may limit the amount of payment.
 - F. Travelers are responsible for adhering to the approved travel arrangements (i.e. itinerary, flight schedules, check-in and check-out times, etc.).

- G. Travelers and those making travel arrangements should carefully read the terms and conditions when making travel arrangements and be mindful of additional costs or fees.
- H. Changes in arrangements (i.e. Lodging, transportation, etc.) that result in additional expenses may be paid with adequate justification. Generally, if the change is for personal preference, or as a result of the traveler's error, the additional fees will not be paid.
- I. Booking Through a Contracted Travel Agency
 - 1. Air and rail transportation can be purchased through contracted travel agencies. The list of contracted travel agencies is available through the [Financial Services Travel](#) website.
 - 2. The Travel Administrator submits a [TR](#). If the exact cost of the trip is not known, the Travel Administrator may contact the travel agency for an estimate.
 - 3. After the request is approved, the Travel Administrator contacts the travel agency and provides the agency with the UMB Operational Unit contact information, the Project ID funding the trip, and the approved TR number.
 - 4. To request airline information and to make a reservation, the traveler must provide the following information:
 - a. Date of departure/approximate time
 - b. Date of return/approximate time
 - c. City of origin and destination
 - d. Any special meal requests
 - 5. Discuss cost-saving alternatives, such as early morning travel, non-refundable fares, or other incentives.
 - 6. Request the following information from the travel agent:
 - a. Verify the airfare.
 - i. Is the airfare non-refundable?
 - ii. What are the restrictions or change and cancellation penalties?
 - b. Ask the travel agent to recap the itinerary, paying close attention to the dates and times of travel.
 - c. Note the travel agent's name. If email is used to communicate with the agent, retain the email.

- d. Verify travel to a foreign country is by an approved US air carrier as required by the [Fly America Act](#) or in the [Open Skies Agreement](#). All federally funded air travel must be in accordance with the Fly America Act. Additional information is available through [Sponsored Programs Administration \(SPA\)](#).
7. Immediately fax or email the approved TR to the travel agency to reserve space. The travel agency will not issue tickets without an approved TR.
8. The travel agency will fax or email the itinerary to the Travel Administrator. The itinerary must be reviewed for accuracy.
9. The Travel Administrator contacts the travel agency to cancel or change a travel reservation. If an emergency arises and the Travel Administrator is not available (e.g. after hours), the Nonemployee may contact the travel agency. The Nonemployee must also contact the Operational Unit as soon as possible (preferably before contacting the travel agency) when changes or cancellations are made through the travel agency.
10. The travel agency is expected to provide the following services to UMB travelers under the terms of agency contract with UMB:
 - a. Guaranteed lowest applicable airfare at the time of booking.
 - b. Agencies operate a toll-free telephone line during normal business hours. A telephone counselor is available for emergency travel assistance 24-hours, seven days a week.
 - c. Arrangements for hotel reservations and car rental services. However, these services must be paid by the traveler's personal credit card.
 - d. Visa and passport processing.
- J. Purchases made with personal funds
 1. Personal funds can be used to pay any travel-related expenses.
 2. The Travel Administrator completes a TR and obtains all required approvals.
 3. Shop online or by phone to find the least expensive offer(s) for airfare, hotel, and car rental.
 4. Inquire about possible USM, state, and UMB vendor discount rates, as well as discounts available through personal credit card issuers, affinity groups (e.g., AAA, ARRP), and professional societies and memberships.

5. Provide a personal credit card for payment.
6. Retain itinerary and all receipts.
7. Upon the traveler's return, the Travel Administrator immediately completes the TE to request reimbursement. The NBTC must be submitted with the TE along with other required documentation.
8. Any expenses paid prior to the trip are not reimbursed until the Nonemployee returns from the trip and a TE has been submitted according to the requirements of this procedure.

K. P-Card

1. A P-Card can only be used to pay hotel room charges. Only the standard room rate and the associated tax may be charged to a P-Card.
2. No one other than the designated cardholder is authorized to use the P-Card for any purpose.
3. When making reservations request a Credit Card Authorization Form from the hotel. The cardholder selects the appropriate box (e.g. room and tax), signs the form, and returns the form to the hotel. The cardholder is responsible for ensuring that the rate stated on the form does not exceed the standard room rate before signing the form. If the rate exceeds the standard room rate, a written explanation is required to be filed with the P-Card records. None of the other options, services, or amenities should be selected. Any other charges must be paid with personal funds.
4. The cardholder must retain the hotel receipt and the TR (if applicable) with the P-Card records.
5. The traveler or Travel Administrator must include a note on the TE indicating that the room was charged to the P-Card.

II. eTravel System

- A. UMB's online eTravel System is used to process all TRs and TEs. System information, forms, and training are available through the [Financial Systems](#) website.
- B. eTravel is accessed through the MyUMB portal.
- C. The [User Authorization Form](#) is used to assign Travel Administrator and Travel Approval roles in the eTravel System.

D. Roles

1. Travel Administrator
 - a. Each Operational Unit must have at least one [Travel Administrator](#).
 - b. Submits TR with required supporting [documentation](#) before travel is scheduled.
 - c. Submits TE along with supporting documentation (e.g. itemized receipts) within 60 days after Return Date.
 - d. Reviews all TRs and TEs to ensure compliance with UMB policy VIII-11.00(A) Business Travel for UMB Employees and Nonemployees and this Procedure.
 - e. Collects and delivers original expense receipts to Financial Services.
2. Travel Approver
 - a. Each Operational Unit must have at least one [Travel Approver](#).
 - b. Authorizes the appropriate funding source for the travel.
 - c. Ensures funding is available.
 - d. Certifies travel plans and expenses adhere to UMB policy VIII-11.00(A) Business Travel for UMB Employees and Nonemployees and this Procedure.
 - e. Certifies expenditures are appropriate and allowable business expenses.
3. Financial Services Travel Coordinator
 - a. Reviews submitted eTravel forms for accuracy, completeness, and compliance with UMB policy VIII-11.00(A) Business Travel for UMB Employees and Nonemployees and this Procedure.
 - b. Recycles deficient TE forms to the Operational Unit.
 - c. Approves and processes TE forms for reimbursement through Financial Services- Accounts Payable (FS-AP).
 - d. Prepares the journal entry to distribute to Operational Units the air travel charges received from the contracted travel agencies.

E. Travel Request eForm (TR)

1. The TR is required for:
 - a. Trips booked through a UMB travel agency
 - b. International Travel
 - c. Rental cars
2. The TR is completed by the Travel Administrator as soon as the travel plans are known and prior to making travel arrangements. In extraordinary circumstances which prevent the TR from being submitted timely, a detailed explanation for the delay must be included with the TR.

3. The purpose of travel must include sufficient details describing how the trip relates to at least one of the following:
 - a. A UMB function
 - b. UMB mission
4. When more than one chartstring is entered on the TR, the Travel Administrator for the Operational Unit that owns the chartstring on the first row of the TR is required to approve the TR. The Travel Administrator(s) for the other chartstrings will receive an email notification.
5. Travel Approvers for all Operational Units that own the chartstrings listed on the TR are required to approve the TR.
6. A TR is not considered approved until all approvers have approved it.

F. Travel Expense eForm (TE)

1. The TE is completed by the Travel Administrator as soon as the traveler returns, but no later than 60 days after the Return. In extraordinary circumstances which prevent the traveler from submitting a TE timely, the traveler must include a detailed explanation for the delay.
2. After 60 days, the TE is considered late. The [Late Submission Form](#) is required. Payments of expenses for submissions that have not been submitted within 60 days after the Return Date may be treated as taxable compensation to the recipient.
3. The person who initiates the TE is responsible for monitoring the TE through the approval process and communicating with the traveler and approvers to correct outstanding issues.
4. The purpose of travel must include sufficient details describing how the trip relates to at least one of the following:
 - a. A UMB function
 - b. UMB mission
5. Receipts must be delivered to the FS Travel Coordinator. If receipts are not received within two weeks of submitting the TE, the TE will be recycled to the department. The FS Travel Coordinator is located in the Saratoga Building, 13th Floor, Room 02-125.

6. A signed [NBTC](#) form must be included with the TE.
7. When more than one chartstring is entered on the TE, the Travel Administrator for the Operational Unit that owns the chartstring on the first row of the TE is required to approve the TE. The Travel Administrator(s) for the other chartstrings will receive an email notification.
8. Travel Approvers for all operational units that own the chartstrings listed on the TE are required to approve the TE.
9. A TE is not considered approved until all approvers have approved it.

III. Using the eTravel System

- A. Detailed instructions for completing the TR and the TE are available in the [UMB tutorial library](#). Navigation: MYUMB>Enterprise Menu>UMB Systems Tutorials Browser>eForms
- B. Additional guidelines and information for completing the TR and the TE:
 1. Overnight trips must list the start time on the first day of the trip and the end time on the last day of the trip.
 2. In cases where the traveler is using external funds to pay for a portion of the trip, the traveler must indicate on the TE that the traveler is not requesting a full reimbursement and the balance is paid with external funds (e.g. personal funds).
 3. The system sends the TE to the Travel Approver(s) with fiscal authority for the chartstring(s) stated on the eForm. A traveler may not approve his or her own TE as Travel Approver.
 4. After the Travel Approver(s) have approved the TE, the system routes the form to FS for final approval. If the TE cannot be approved as submitted, the TE will be sent back to the initiator for correction and resubmission.
 5. Reimbursements are mailed to the traveler at the address provided in the eTravel System in approximately 2-3 weeks after the TE is processed by FS-AP. Checks cannot be mailed to a campus address.

RESPONSIBILITIES

I. Travelers

- A. Obtain permission to travel on behalf of UMB prior to commencement of the travel.
- B. Minimize travel costs.
- C. Ensure travel plans and expenses adhere to all policies and procedures.
- D. Work with Operational Unit personnel to prepare the appropriate travel forms.
- E. Obtain and submit receipts for all business expenses as required by UMB policy and this procedure.
- F. Ensure payment requests are for bona fide (legitimate) business expenses and represent appropriate use of UMB Funds.
- G. Complete the Nonemployee Business Travel Certification (NBTC) form to certify expenses submitted on the TE are allowable, accurate, justified, have not been previously paid by UMB, and will not be paid by another entity.
- H. Submit receipts and the NBTC form within 60 days of the Return Date.

II. Operational Units

- A. Assign eTravel System roles to appropriate personnel of Operational Units.
- B. Timely and properly evaluate and approve Business Travel requests.
- C. Ensure that Business Travel expenses have a documented bona fide business purpose, comply with state, USM, and UMB policies, and are expected to have a benefit to UMB that makes the costs an effective use of UMB resources.
- D. Ensure that Business Travel requests and payments are approved timely by a Travel Approver with fiscal authority for the funds used to pay for the Business Travel in accordance with [UMB policy VIII – 14.00\(A\) Approval, Payment and Reimbursement of Personal Business Related Expenses of UMB Employees](#).
- E. Ensure Business Travel funded by a sponsor complies with the terms of the sponsor's contract and amounts do not exceed the limits established by this Procedure.
- F. Verify all receipts and supporting documentation are attached to the appropriate forms.

- G. Reconcile the TE with the TR to ensure that the actual trip details are consistent with the original TR; explain any inconsistencies in the TE comments.
- H. Forward original receipts to the FS Travel Coordinator upon submission of the TE and retain copies in the Operational Unit.
- I. Utilize authority to limit the amount of reimbursement or payments based on the availability of funds, availability of lower cost alternatives, specific requirements of funding sources, or reasonableness.
- J. The person who initiates the TE is responsible for monitoring the TE through the approval process and communicating with the traveler and approvers to correct outstanding issues.

III. Department of Financial Services

- A. Timely review/audit Business Travel forms for compliance with state, USM, and UMB policies and procedures.
- B. Recycle to the Operational Unit forms that are incomplete or erroneous, or otherwise do not comply with policies or procedures.
- C. Ensure all necessary documentation is attached to eTravel Forms.
- D. Timely approve and process TEs for reimbursement through FS-AP.

DEFINITIONS and TERMS

Authorized Affiliate Employee - Person employed by an entity that has a relationship with UMB authorized by the Board of Regents or by law, e.g., faculty practice plan organizations, University of Maryland Baltimore Foundation (UMBF) and other affiliated foundations, recognized incorporated alumni associations, recognized affiliated business entities, University of Maryland Medical System/University of Maryland Medical Center, and other University System of Maryland institutions. An Authorized Affiliate Employee is responsible for the administration and reporting of UMB resources.

Business Travel - A trip undertaken for work or business purposes of UMB. A [Nonemployee](#) is considered to be in [Travel Status](#) for UMB business only when the Business Travel has been authorized by a UMB Operational Unit and the Business Travel benefits UMB.

Domestic Travel - A business trip that originates and ends in the United States, including the District of Columbia and all 50 states.

EHS - Environmental Health and Safety

Employee - Includes (but is not limited to) all types (regular, contingent I and contingent II) and classes (faculty, staff, students, post-doctoral fellows) of individuals who receive compensation from UMB through the State of Maryland Central Payroll Bureau.

GSA - U. S. General Services Administration

International Travel - A business trip with a destination outside the United States, defined as the 50 states and the District of Columbia.

IRS Accountable Plan - A method for making payments to Employees, or on behalf of Employees, for business expenses that complies with IRS regulations. If the IRS rules for an IRS Accountable Plan are followed, then payments made to Employees or to a third party on behalf of the Employee, are not required to be treated as taxable income.

Lodging - Appropriate overnight accommodations for the type of Business Travel. The accommodations must be reasonable and typically are standard rooms.

Mileage - Refers to personal auto Mileage. Mileage is determined from the traveler's origination to the traveler's destination.

Nonemployee - An individual who does not receive wages through the UMB payroll system. Examples include employees of UMB affiliates, guest speakers, research partners, students, visitors, and prospective employees.

Operational Unit - Schools, divisions, departments, etc.

Primary Worksite - A location, on or adjacent to the UMB main campus or another site used by UMB or UMB employees on a daily basis, where an employee is assigned to work a majority of the time during a workweek. Telework locations are not considered primary worksites. An Employee's costs to park in order to work at a Primary Worksite are not considered travel expenses and are not reimbursable.

Return Date - The date the Business Travel is completed.

TE - Travel Expense eForm

TR - Travel Request eForm

Travel Status - The work status of an individual while traveling on UMB business.

UMB Funds - All funds administered by UMB, regardless of fund source. UMB Funds include State appropriated general funds, tuition, fees, other income, auxiliary funds, revolving/discretionary funds, Designated Research Initiative Funds, gifts, contract or grant revenues, and other restricted funds.

Exceptions

When possible, exception requests should be submitted prior to committing personal or UMB Funds.

Exceptions to these procedures must be approved in writing by the University Controller (UC) in Financial Services. All requests must be submitted to the UC using the Policy or Procedure Exception Request Form available on the Financial Services website. The request must be signed/e-mailed by the Department Head or designee.

Exceptions to the related policy, UMB VIII-11.00(A) Business Travel for UMB Employees and Nonemployees, must be approved in writing by the CBFO. Exceptions requests must be submitted to the UC using the Policy or Procedure Exception Request Form. Policy exception requests must be signed by the appropriate Dean/Vice President or Associate Dean/AVP.

Approved Policy or Procedure Exception Request Forms must be uploaded with the TR and the TE.

Forms

- I. Paper form available on the [Financial Services website](#):

Form Name	Completed by	Original Sent to	Purpose
Missing Receipt Certification	Employee	Operational Unit	Used in lieu of original receipt when traveler cannot obtain a duplicate receipt.
Nonemployee Business Travel Certification	Nonemployee traveler	Operational Unit	Traveler certifies that the expenses comply with UMB policies and procedures; and have not already been paid by UMB or another entity; and will not be paid by another entity.

Policy or Procedure Exception Request Form	Operational Unit	mailto:DL-AFPPException@umaryland.edu	To request an exception to a policy or procedure rule.
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II. Electronic Form available on the [Financial Services website](#):

Form Name	Completed by	Original Sent to	Purpose
Late Submission Form	Travel Administrator	Operational Unit	To acknowledge late submission and to determine tax treatment of payment.

III. eForms - available in the eUMB portal:

Form Name	Completed by	Electronically Sent to	Purpose
Travel Request	Employee or Travel Admin	Financial Services	Used to document travel plans and to request approval to travel.
Travel Expense	Employee or Travel Admin	Financial Services	Used to request payment for travel expenses.

Related Training and Guidance

I. Related Policies and Procedures

- A. [USM Policy on University System Travel](#)
- B. [UMB Policy VIII – 11.00\(A\) Business Travel for UMB Employees and Nonemployees](#)
- C. [Financial Services Standard Operating Procedure – Business Travel for UMB Employees](#)
- D. [UMB Policy on Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees](#)
- E. [Strategic Sourcing and Acquisition Services – Corporate Purchasing Card](#)
- F. [UMB Policy VIII – 99.00\(A\) Food and Business Meals Expense](#)
- G. [Financial Services Standard Operating Procedure – Food and Business Meals Expense](#)
- H. [UMB Policy VIII – 16.00\(A\) Payment of Employee Moving and Relocation Expenses](#)
- I. [Financial Services Procedure – Payment of Employee Moving and Relocation Expenses](#)

II. Resources

- A. [Financial Services Travel Website](#)
- B. [Financial Systems eTravel](#)

- C. U.S. General Services Administration (GSA)
 - 1. [Domestic Meal Rates](#)
 - 2. [Fly America Act](#)
 - D. US Department of State
 - 1. [Meal Rates](#)
 - 2. [Travel Registration](#)
 - E. [Sponsored Programs Administration](#)
 - F. Environmental Health and Safety
 - 1. [Air Travel Insurance](#)
 - 2. [Domestic Car Rental Insurance](#)
 - G. [Center for Global Education Initiatives](#)
 - 1. [International SOS](#)
 - 2. [International Travel Resources](#)
 - H. [Travelers' Health Clinic](#)
- III. [eForms for Travel UPK](#)
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