

Procedure on Business Travel for UMB Employees  
Approved February 24, 2023

## PURPOSE

Authorize and process payments for Employee business-related travel expenses.

## APPLICABILITY

Employees seeking cost assistance for UMB business travel-related expenses.  
Operational Units that offer travel-related cost assistance to UMB employees.

## TABLE OF CONTENTS

- [General Guidelines](#)
  - [Approval to Travel](#)
  - [Payment Methods](#)
  - [Lodging, Transportation, Parking, Meals, and Other Expenses](#)
    - [Lodging](#)
    - [Air or Rail Transportation](#)
    - [Car and Driver Services](#)
    - [Use of Personal Vehicle](#)
    - [Use of State Vehicles and Car Rentals](#)
    - [Parking](#)
    - [Meals](#)
    - [Other Expenses](#)
      - [Allowable Expenses](#)
      - [Unallowable Expenses](#)
  - [Traveler's Insurance Coverage](#)
    - [Provided by the State of Maryland](#)
    - [Provided by UMB](#)
  - [Additional Requirements for International Travel](#)
  - [Business Travel Combined with Personal Travel](#)
  - [Cancellations](#)
  - [Documentation](#)
- [Procedures](#)
  - [Making Reservations and Ticketing](#)
  - [Concur System](#)
  - [Travel Authorization Request](#)
  - [Travel Expense Request](#)
  - [Using the Concur Travel System](#)
- [Responsibilities](#)
  - [Employees](#)
  - [Operational Units](#)
  - [Office of the Controller](#)
- [Definitions and Terms](#)
- [Exceptions](#)
- [Related Training and Guidance](#)

## **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 Employee. This Procedure applies to all Employees. In addition, this Procedure applies to any Authorized Affiliate Employees having responsibilities for the approval of Business Travel or Business Travel expense payments.
- II. This Procedure does not apply to:
  - A. nonemployee Business Travel
  - B. business food/meal purchases
  - C. employee moving and relocation expenses
  - D. student academic travel
  - E. student trips funded by student organizations
  - F. Authorized Affiliate Employees as travelers anticipating expense payment by UMB

### General Guidelines

- I. 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 the Business Travel.
- II. 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.
- III. 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 approval using the Travel Authorization Request (TAR). The TAR should be fully approved at least one business day prior to the start of the trip. TARs that include airfare should be fully approved at least 14 days prior

to the departure date for Domestic Travel, and at least 21 days prior to the departure date for International Travel.

1. All Business Travel (day and overnight trips) outside Maryland and Washington, D.C and international travel
  2. Overnight trips in Maryland and Washington, D.C.
  3. Any Business Travel that includes a car rental
  4. Lodging expenses that are charged to the Corporate Purchasing Card (“P-Card”)
- D. Approval for day trips in Maryland or the District of Columbia may be accomplished using the TAR. Operational Units may establish stricter procedures for approving day trips as needed.
- E. If the TAR is not fully approved prior to the departure date, the Travel Expense Reimbursement (TER) form will be routed to the Chief Business and Financial Officer (CBFO) (or designee) for review.
- F. Operational Units or the CBFO may deny payment requests for Business Travel that was not approved prior to the trip.
- 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. It is the responsibility of each Traveler to obtain the appropriate approvals for Business Travel requests and payments.
1. Business Travel requests and payments for Employees must be approved by the Employee’s supervisor and 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](#). Neither of these approvers may be a subordinate of the traveler. A student employee 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 as supervisor.

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.
- I. Approvers are authorized to approve only expenses allowable under UMB Policy VIII-11.00(A) and this Procedure.
  - J. 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. SOAPF or project ID).
    2. Obtain approvals as described in Section III.H above.
    3. Complete all procedures for International Travel approval prior to submitting a TAR. International Travel procedures include identification of high-risk destinations, completion of risk attestation forms, and approval for high-risk destinations prior to booking travel. More information can be found on the [Global Hub](#) website.
  - K. When obtaining approval for Business Travel not charged to UMB Funds, the traveler must:
    1. Include 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 Business Travel relates to the individual's job or UMB's mission.
    2. Obtain approval from the traveler's supervisor prior to the start of the trip. A TAR is required under the same conditions that apply to Business Travel funded by UMB Funds (See Section III.C above).
    3. Complete all procedures for International Travel approval prior to submitting a TAR. International Travel procedures include identification of high-risk destinations,

completion of risk attestation forms, and approval for high-risk destinations prior to booking travel. More information can be found at [International Travel](#).

- IV. 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.
- V. In order to exclude Business Travel payments from Employee income, UMB must adhere to the IRS rules for an IRS Accountable Plan. These rules require that the expenses 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”). Expense forms must be fully approved within 90 days after the Return Date. Travel expense forms that have not been fully approved within 90 days after the Return Date will be recorded as taxable income to the recipient.
- VI. Payment requests submitted more than six months after the Return Date will not be paid.
- VII. OOTC will reject payment requests that include unallowable expenses. All Employee travelers are encouraged to contact their 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.
- VIII. 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.

## IX. Payment Methods

### A. Travel Management Company (“TMC”)

1. Information on the UMB TMC (aka contracted travel agency) is available on the [OOTC website](#).
2. Air and rail fares booked through the TMC via Concur may be billed directly to UMB or paid by the traveler.
3. Other expenses booked through the TMC, such as hotel and car rental, or travel arrangements for persons accompanying a UMB traveler who are not themselves UMB travelers, 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 XI. 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 XVI. Documentation](#) for additional information.
4. Reimbursements for all trip related expenses will not be made until after the trip return date.

## X. 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, after subtracting the distance from the traveler’s home to the traveler’s primary worksite.
  - 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. Travelers should take advantage of USM, state government, UMB, and meeting/conference discount rates whenever possible. There are two main types of Lodging:
  - a. Conventional lodging – commercial properties (e.g. hotel or motel).
  - b. Nonconventional lodging - private house, condominium, or apartment rentals made available to the public by the owner through various platforms (e.g. Airbnb, VRBO, Expedia, boarding rooms).
3. Due to fire and safety risks, conventional lodging is preferred.
4. Travelers are encouraged to review the accommodations for safety features such as smoke and carbon monoxide alarms, fire extinguishers, first aid kits, ADA accommodations, and door locks. In addition, the traveler should review cancellation terms.
5. Nonconventional lodging may be appropriate under one of the following conditions:
  - a. Conventional lodging is not available.
  - b. The duration of the stay exceeds seven nights.
  - c. A group of travelers staying together in one unit.
6. Nonconventional lodging requires:
  - a. The traveler has rented the entire property (shared rooms, couch-surfing, etc. are not permitted).
  - b. Verification of property safety features and acknowledgment of risk. This acknowledgment is completed using the [Nonconventional Lodging Attestation form](#).
  - c. The property has an overall positive rating with a least five reviews.

- d. Booking and payment must be made through the lodging website.
  - e. Use of the property is solely for work-related purposes.
7. Due to safety concerns, travelers should avoid nonconventional lodging located on the ground floor or above the seventh floor in apartment-style buildings when possible.
  8. It is highly recommended that nonconventional lodging arrangements in high-risk countries are reviewed by International Operations to assess risk prior to booking.
  9. 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.
  10. 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.
  11. Lodging expenses are paid at the standard room rate charged by the facility and the related taxes. [Federal per diem rates](#) may be used as guidelines to assist in determining reasonableness. Rates that exceed the federal per diem rates may require documented justification.
  12. Groups may elect to share a suite or other arrangements that result in a lower cost to UMB.
  13. 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 cannot be used to pay for additional charges on the Lodging bill (e.g. room service, meals, beverages, laundry, Internet).
- ii. A fully approved Travel Authorization Request (TAR) form is required **prior to using the P-Card** and must be filed with the P-Card holder's P-Card records.
- iii. Lodging expenses paid by the P-Card must comply with Travel and Procurement Policies and Procedures.
- iv. Departments should use caution when utilizing the P-Card to safeguard against unauthorized use and charges.
- v. 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).
- vi. It is recommended that departments implement additional P-Card procedures that include internal controls and consequences for non-compliance (e.g. revocation) as needed.
- vii. The P-Card should not be used for any travel-related expenses other than Lodging or car rental as described in this Procedure.

B. Transportation

1. Air transportation

- a. Airfare must be booked through Concur (i.e. using the UMB TMC) and should be the least expensive logical fare via the most direct route. Refer to [UMB Policy VIII-11.00\(A\) on Business Travel for UMB Employees and Nonemployees](#) for the two allowable conditions where airfare may be booked outside of Concur. Airfare may be billed directly to UMB or paid with personal funds.
- 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. 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 \(SPA\)](#).
  - d. Air travel exceeding coach/economy class may be paid under one of 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.
    - iv. When such accommodations are necessary as reasonable accommodations of an individual's condition.
    - v. Written justification for the additional costs is required in the request to travel.
    - vi. First class airfare is not allowed.
  - e. 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.
  - f. Generally, additional fees (excluding food and meals) that are imposed by an air carrier are reimbursable if reasonably necessary for the Business Travel. See [Allowable Expenses](#).
2. Rail transportation
- a. Travelers are expected to purchase the least expensive logical fare via the most direct route. Rail transportation may be booked through Concur and billed directly to UMB or may be paid with personal funds. Rail transportation booked outside of Concur (e.g. online, directly through provider) must be paid using personal funds. When personal funds are used, reimbursements cannot be submitted until after returning from the trip.

- 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. When using personal funds travelers should carefully evaluate the purchase details and compare fares with TMC 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, the TMC may charge additional fees for services to change travel plans and may pass through fees charged by 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.
3. Car and Driver Services (Taxis, Ridesharing)
- a. Employees may use taxis or ridesharing (e.g. Uber, Lyft) for transportation. 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. Chauffer and similar services (e.g. Dryver, Premier Private)
    - iii. Upgraded services (e.g. UberXL, UberSELECT, Lyft Plus, Lyft Premier)
  - b. Fees for unexplained or excessive wait times may be denied.
  - 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. Transportation of vehicles, including U.S. driving services and shipment, are not reimbursable as a travel expense.
  - 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.

#### 4. Use of personal vehicle

- a. Any person driving a personal vehicle on approved travel must have a valid driver's license.
- b. Employees who use a personal car for business purposes must have sufficient insurance coverage as required by the state in which the Employee resides for the Employee's protection and protection of any passengers and cargo. The Employee may be responsible for vehicle damage, liability, or other expenses incurred. Employees who use their personal car regularly for business may be required to submit evidence of insurance. See [Section XII 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 [OOTC 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. [Commute Mileage](#) must be subtracted from the total business Mileage if the trip occurs on a regularly scheduled workday and begins or ends at a location other than the [primary worksite](#).
  - i. When Business Travel begins and ends at the Employee's residence, **roundtrip** Commute Mileage must be subtracted from the total miles traveled.
  - ii. When Business Travel begins or ends at the Employee's residence, **one-way** Commute Mileage must be subtracted from the total miles traveled.
  - iii. Commute Miles are not reimbursable even if work is performed during the commute.

#### 5. Use of State vehicles and car rentals

- a. Employees who commute using State-owned vehicles (i.e. owned by UMB or other State units) have a payroll deduction for auto expenses. Mileage reimbursement is not available to Employees who use State-owned vehicles.
- b. Employees may rent cars or utilize car sharing services (e.g. Zipcar) for Business Travel when other means of transportation are unavailable, more costly, or impractical. Any travel that includes a car rental or car sharing service must be pre-approved using a TAR.

- c. Car rentals and car sharing 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 [OOTC Travel](#) website.
  - d. Reimbursements are made for the vehicle and gas expenses as evidenced by receipts. Mileage reimbursement is not available.
  - e. See [Section XII Traveler's Insurance Coverage](#) for information on insurance requirements.
  - f. Operational units have the authority to deny vehicle rental for Business Travel.
6. 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 TER 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.
    - iii. Employees will not be reimbursed for utilizing parking meters or pay-as-you-park stations located at their [primary worksite](#).
2. Employees will not be reimbursed for charges incurred for using University parking facilities located at their [primary worksite](#).

D. Meals

1. [Day Business Travel](#)

- a. Operational Units may elect to disallow payments for Day Business Travel meals. It is recommended that the traveler consult with the Operational Unit’s Travel Approver **prior to the trip** to determine whether a meal may be reimbursed.
- b. **Per IRS regulations payments for meals expenses incurred during Day Business Travel are taxable income to the recipient. Payments will be reported on the employee’s W-2.**
- c. Meals may be reimbursed for Business Travel that does not include an overnight stay if both of the following conditions are satisfied:
  - i. The duration of the Business Travel is at least eight hours.
  - ii. A meal(s) is/are not provided or paid by another entity.
- d. Receipts are required. Reimbursements are based on actual substantiated expenses (i.e. itemized receipts) and not based on per diems. The reimbursement must not exceed the applicable GSA rate.
- e. The maximum amounts per individual include tax and tip. Rates are applicable to a specific time of day as follows:

| Meal      | Time Period Served |
|-----------|--------------------|
| Breakfast | 5AM – 9AM          |
| Lunch     | 11AM – 2PM         |
| Dinner    | 4PM – 10PM         |

- f. Separate the Day Business meal expenses from any other expenses claimed on the eTravel Expense Form. Use account code 3371 for the Day Business meals.
- g. Operational Units have the authority to establish additional requirements for Day Business Travel meals. An Operational Unit’s requirements may supplement, but may not replace, or be less restrictive than, the requirements set forth in this Procedure. Operational Unit requirements must be consistent with IRS regulations and applicable USM and UMB policies.

2. Overnight Business Travel

- a. Meals for Overnight Business Travel are reimbursed using per diem rates.

- b. The maximum allowable reimbursement for Domestic Travel personal meals are the meals and incidentals rates published on the [U.S. General Services \(GSA\)](#) website for continental U.S. states and the [Department of Defense \(DoD\)](#) website for Alaska, Hawaii, and U.S. territories. Rates are 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 or DoD, 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.
- c. Rates include tax and tip. Receipts are not required.
- d. The maximum allowable reimbursement for International Travel personal meals is the applicable [U.S. Department of State Meals and Incidentals 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.
- e. 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 and is automatically calculated in the travel system.
- f. 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.
- g. Meal rates published by the GSA, DoD, 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.
- h. Meal reimbursements cannot exceed the amounts allowed.
- i. 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.

- j. 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 <sup>1</sup> :   |                   |
| Taxis, shuttles, etc.   | Yes               |
| Local buses, subways  | No                |
| Parking fees:<br>Parking lots <sup>2</sup>  | Yes               |
| Parking meters  | No                |
| Bridge or highway tolls < \$10 total on one expense form  | No                |
| Bridge or highway tolls ≥ \$10 total on one expense form <sup>3</sup>   | 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, Airtime, and SIM card purchases for International Travel.   | Yes               |
| Laundry/valet services when an Employee is required to be in Travel Status over one week. Applies to domestic travel only. (Laundry expenses for international travel are included in the international per diem and are not separately eligible for reimbursement when per diems are claimed). | Yes               |

| Miscellaneous Travel Expenses  | Receipt required? |
|--|-------------------|
| Registration fees charged by organizations for attendance at conventions, conferences and workshops, not paid in advance by UMB          | Yes               |
| Visas/Passports <sup>4, 5</sup>  | Yes               |
| Inoculations or other required prophylactic medicines <sup>4,5</sup>   | Yes               |
| Photographs for travel documents <sup>4, 5</sup>   | Yes               |
| Foreign currency transaction fees <sup>4,5</sup>   | Yes               |
| Internet services to conduct university business   | Yes               |
| GPS units in rental vehicles <sup>6</sup>  | 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. <sup>7</sup> | Yes               |

| Miscellaneous Travel Expenses   | Receipt required? |
|---|-------------------|
| <p>Notes:</p> <p><sup>1</sup> 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><sup>2</sup> Low-cost, long-term parking lots should be utilized when available. See Section XI.C. – Parking.</p> <p><sup>3</sup> EZ Pass statements may be submitted in lieu of a receipt</p> <p><sup>4</sup> Obtained for purpose of Business Travel <u>subsequent</u> to Travel Authorization Request approval</p> <p><sup>5</sup> International travel only</p> <p><sup>6</sup> 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><sup>7</sup>Charges to Object codes not available in Concur must be submitted via NONPO invoice.</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. [Commuter Mileage](#).

8. Hourly parking at airports and train stations. See Section X.C. – [Parking](#).
9. Fees for fines, traffic citations, parking tickets.
10. Tips for porters, bellhops, and maid service.
11. Additional car insurance.
12. First class airfare.
13. Airfare purchased using frequent flyer miles.
14. Additional flight insurance.
15. Lost baggage.
16. Travel upgrade fees.
17. Airport lounges and day rooms.
18. Airline, car, and travel card membership dues and club fees.
19. Trusted Traveler Programs and similar services (e.g. TSA Precheck, Global Entry and Clear)
20. Lost or stolen tickets, cash, or property.
21. Costs incurred by unreasonable failure to cancel transportation or hotel reservations.
22. Room upgrades.
23. Fees related to hotel late check-out for personal reasons.
24. Food, beverages, and snacks in excess of per diem meal rates.
25. Alcoholic beverages.
26. Expenses for travel reimbursed to the traveler or directly paid by the UMB Foundation, an [Authorized Affiliated Entity](#), or any other organization (e.g. host organization).

## XI. Traveler’s Insurance Coverage

### A. Provided by the State of Maryland

1. Air travel coverage  
Visit the [Enterprise Risk Management \(ERM\) Air Travel Coverage](#) webpage for detailed information about air travel personal injury coverage available through the State.
2. Domestic car rental insurance
  - a. When renting vehicles for UMB business, sign the contract with the driver’s name and UNIVERSITY OF MARYLAND, BALTIMORE/STATE OF MARYLAND.
  - b. Collision Damage Waiver and Loss Damage Waiver
    - i. UMB Employees should not purchase Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) for vehicle rentals used solely within the State of Maryland.

- ii. Employees should check their personal auto insurance policy to ensure adequate coverage.
  - iii. 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 UMB 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.
  - iv. UMB will not reimburse Employees for the cost of insurance for personal vehicles; this applies to liability coverage and all other coverages. However, Employees may be reimbursed for vehicle rental CDW for foreign rentals (outside the 50 states).
  - v. Employees who do not own a car and do not have automobile insurance should visit the [ERM Transportation](#) webpage for more information.
- c. The UMB Operational Unit funding the Business 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.
  - d. Visit the [ERM Transportation](#) webpage for detailed information.

B. Provided by UMB

- 1. International Business Travel Accident Insurance may be provided to Employees at no charge. Employees should verify coverage through [ERM](#).
- 2. For additional information regarding International Travel insurance and coverage requirements, contact the school's International Travel administrator or ERM.
- 3. UMB will not reimburse travelers for the purchase of additional International Travel insurance.
- 4. Contact [ERM](#) to file a claim under the insurance plans listed in this section.

XII. Additional Requirements for International Business Travel

The following additional guidelines and requirements apply to International Travel:

- A. Visit the [Global Hub](#) for detailed information on International Travel.
- 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 the [Travelers' Clinic](#) and the CDC for immunization and travel health recommendations well in advance of departure.
  3. The TMC provides visa and passport processing.
  4. Costs of visas, immunizations, and other permits required for International Travel are reimbursable in accordance with [Section X.E](#), and included in the travel expense reimbursement along with receipts and supporting documentation.
  5. Travelers may be required to reimburse UMB, or be denied reimbursement for expenses paid with personal funds, for additional costs or trip cancellations resulting from failure to comply with visa/immunization requirements.
- D. Use of Personal Vehicles and Vehicle Rentals
  1. Travelers are strongly discouraged from driving vehicles while in foreign countries. Operational Units have the authority to disapprove requests for driving vehicles during Business Travel in foreign countries.
  2. It is highly recommended that travelers seeking transportation in foreign countries engage a car and a driver from a reputable company. This will ensure that the driver and vehicle are sufficiently insured and the traveler is compliant with UMB policies. UMB discourages hiring drivers as independent contractors.
  3. UMB recognizes that in some instances a rental vehicle in a foreign country is necessary to accomplish the business purpose of the trip. Travelers who have Operational Unit approval to 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. Ensuring that they are fully versed in traffic laws, violation penalties, litigation processes, and local cultural norms concerning motor vehicle operation by non-residents of the country in which they are traveling.
- d. 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.
- e. if possible, noting in rental paperwork that the rental is for UMB business purposes.

#### E. International Travel Warnings

1. Travelers should monitor and abide by the security updates and guidance from UMB's International SOS service pertaining to their travel itinerary. Visit the [International Travel](#) site for access to [International SOS](#) resources.
2. 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 [International SOS](#).

#### 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. A foreign currency conversion tool is available in Concur.

### XIII. 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 must be provided on the TAR. If the travel includes airfare, the personal expenses must be paid at the time of booking through Concur. Failure to provide the separate documentation may result in the disallowance of the entire cost.
- F. Any personal expenses charged to UMB Funds via the TMC, P-Card, or reimbursement are not allowed and must be reimbursed to UMB.

#### XIV. 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 Travel Expense Request (TER) Form. The reason for cancellation must be included in the documentation.

#### XV. Documentation

- A. Travelers attending a conference or seminar must submit a copy of the agenda, or invitation, with the [TAR](#) and the [TER](#).
  - B. Adequate documentation for travel expense payments must include:
    - 1. Reference to the approved TAR for trips that require a TAR. (This information should already have been processed in the travel system before the trip).
    - 2. An approved TER.
    - 3. Itemized receipts, except for meals, Mileage, and as specified in [Section X 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.
  - C. 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.
- XVI. 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.
- XVII. IRS regulations govern the tax treatment of payments made to Employees. UMB will defer to the effective IRS regulations to determine the tax treatment of payments made to Employees.
- XVIII. Questions? Email [travelhelp@umaryland.edu](mailto:travelhelp@umaryland.edu) or contact the Travel Coordinator 410-706-6527.

### Procedures

- I. Making Reservations and Ticketing
  - A. Travelers should wait until a TAR is approved before making reservations.

- B. Airfare must be booked through Concur and can be charged directly to UMB or paid with personal funds. Reimbursement requests for airfare paid with personal funds are submitted after the trip.
- C. The TAR should indicate the payment method(s) used (i.e. TMC, P-Card, personal funds) for the trip. Do not submit separate TARs 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 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. Travelers to international destinations must follow the International Travel procedures specified at [International Travel](#) prior to submitting a TAR.
- J. Booking Through the TMC
  1. Air transportation must be purchased through the Concur System. Instructions for booking airfare are available in the [Concur tutorial portal](#). International trips where both the departure and destination points are outside of the U.S. or U.S. territories, and do not include any stops in the U.S. or U.S. territories, may be booked outside of Concur. Consult the [Global Hub](#) for recommendations.
  2. Evaluate the available fares in Concur to determine an appropriate estimate. Submit a [TAR](#) for a total estimate of all expenses. A fully approved TAR is required before booking airfare directly in Concur or via Agent Assist.
  3. The traveler can charge the cost directly to UMB via the TMC card or use their own credit card to pay for the airfare. The TMC card is a UMB credit card on file with

the TMC. If personal funds are used, the reimbursement request can only be submitted after the traveler returns from the trip.

4. When searching for flights, travelers should consider cost-saving alternatives, such as early morning travel, non-refundable fares, USM preferred providers, or other incentives.
5. The traveler may choose to use the “Agent Assist” option in Concur to speak with a travel agent. There is an additional fee to speak with the agent.
6. If booking is completed directly with a travel agent, 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. Contact the TMC to cancel or change a travel reservation. The Employee must also contact the Operational Unit as soon as possible (preferably before contacting the TMC) when changes or cancellations are made through the TMC. Because changes that include re-routing through a high risk country may require new attestation forms, contact [International Travel](#) to determine additional documentation requirements. For changes in Domestic or International Travel, a new TAR may be required based on the circumstances for the change. The TMC and the Operational Unit will determine whether a new TAR is required.
8. The TMC is expected to provide the following services to UMB employees under the terms of agency contract with UMB:
  - a. Guaranteed lowest applicable airfare at the time of booking.

- b. 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.
  - d. Visa and passport processing.
- K. Purchases made with personal funds
- 1. Personal funds can be used to pay any travel-related expenses.
  - 2. Complete a TAR and obtain all required approvals.
  - 3. Shop online or by phone to find the least expensive offer(s) for 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 return, immediately complete the TER to request reimbursement.
  - 8. Expenses paid prior to travel cannot be reimbursed prior to travel.
- L. P-Card
- 1. A P-Card can only be used to pay hotel room and rental car charges. Only the standard room rate and least expensive car which will accommodate the trip requirements, along with the associated tax, may be charged to a P-Card.
  - 2. A fully approved TAR is required prior to making charges on the P-Card.
  - 3. No one other than the designated cardholder is authorized to use the P-Card for any purpose.
  - 4. When making lodging 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.

5. The cardholder must retain the hotel, car receipts, and the TAR with the P-Card records.
6. The traveler or travel administrator must include a note on the TER indicating that the room and car rental were charged to the P-Card.

## II. Concur System

A. Concur is used to process all TARs and TERs and to book travel. System information, forms, and training are available through the [Business Applications- Concur website](#).

B. Concur is accessed through the MyUMB portal.

C. The [User Authorization Form](#) is used to assign Travel Administrator and Cost Center Approval roles in Concur.

### D. Roles

#### 1. Traveler

- a. All Employees have the traveler role assigned automatically.
- b. Submits TAR with required supporting [documentation](#) before travel is scheduled. TARs should be completed at least 14 days prior to departure for Domestic Travel and 21 days prior to departure for International Travel, or when the traveler is aware of upcoming travel, whichever is earlier.
- c. Books travel in Concur.
- d. Submits TER along with supporting documentation (e.g. itemized receipts) within 60 days after Return Date.
- e. Submits travel forms created on behalf of the traveler by the Travel Administrator or other delegate.
- f. Assigns Traveler Delegate and Travel Assistant/Arranger roles.

#### 2. Traveler Delegate

- a. Enters TARs and TERs on behalf of Traveler.
- b. Books travel in Concur on behalf of Traveler.

#### 3. Travel Assistant/ Arranger

Book travel (air, hotel, train, or car rental) in Concur on behalf of a traveler

#### 4. Primary Travel Administrator

- a. Each Operational Unit must have one Primary Travel Administrator.
  - b. Reviews all TARs and TERs to ensure compliance with [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
  - c. Assigns Travel Administrator Delegates.
5. Travel Administrator Delegate
- a. Acts on behalf of the Primary Travel Administrator.
  - b. Reviews all TARs and TERs to ensure compliance with [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
6. Travel Supervisor
- a. Determines appropriateness of travel to the Employee's job or business purpose.
  - b. Approves Employee's request to travel and expense reimbursements.
  - c. Assigns Travel Supervisor Delegates.
  - d. An access request form is not required for this role. The Travel Supervisor is set up in Concur based on information in the HR/Payroll system ("HRMS").
7. Travel Supervisor Delegate
- a. Acts on behalf of the Travel Supervisor.
  - b. Approves Employee's request to travel and expense reimbursements.
  - c. An access request form is required for this role.
8. Primary Cost Center Approver
- a. Each Operational Unit must have one Primary Cost Center 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.
9. Cost Center Approver Delegate
- a. Acts on behalf of the Primary Cost Center 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.
10. International Approver
- a. Certifies travel plans to high risk countries comply with UMB policy VIII-11.00(A) Business Travel for UMB Employees and Nonemployees and this Procedure and [International Travel](#) policies and procedures.

- b. Certifies expenditures are appropriate and allowable business expenses.
11. Office of the Controller Travel Approver
- a. Reviews submitted TER 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 TER forms to the Operational Unit.
  - c. Distributes air travel charges from the TMC to the Operational Units.
- E. Travel Authorization Request (TAR)
- 1. The TAR may be completed by the traveler or by the Traveler Delegate.
  - 2. The TAR should be completed as soon as the travel plans are known and prior to making travel arrangements. In extraordinary circumstances which prevent the traveler from submitting a TAR, the traveler must include a detailed explanation for the delay and the TER will be routed to the CBFO or designee for approval.
  - 3. The purpose of travel must include sufficient details describing how the trip relates to at least one of the following:
    - a. The traveler's job
    - b. A UMB function
    - c. UMB mission
  - 4. Cost Center Approvers for all Operational Units that own the funding sources listed on the TAR are required to approve the TAR.
  - 5. A TAR is not considered approved until all approvers have approved it.
- F. Travel Expense Request Form (TER)
- 1. The TER may be completed by the traveler or by the Traveler Delegate.
  - 2. The TER should be completed as soon as the traveler returns, but no later than 60 days after the Return Date. TERs that are not fully approved within 90 days from the trip return date will be taxable.
  - 3. The purpose of travel must include sufficient details describing how the trip relates to at least one of the following:
    - a. The traveler's job
    - b. A UMB function
    - c. UMB mission

4. Cost Center Approvers for all operational units that own the funding sources listed on the TER are required to approve the TER.
5. A TER is not considered approved until all approvers have approved it.

### III. Using Concur

- A. Detailed instructions for completing the TAR and the TER are available in the [tutorial library](#).
- B. Additional guidelines and information for completing the TAR and the TER:
  1. In cases where the traveler is using external funds to pay for a portion of the trip, the traveler must indicate on the TER that the traveler is not requesting a full reimbursement and the balance is paid with external funds (e.g. personal funds).
  2. The system sends the TER to the Cost Center Approver(s) with fiscal authority for the funding source(s) stated on the eForm. A traveler may not approve their own TER as a Travel Administrator or as a Travel Supervisor.
  3. After the Travel Approver(s) have approved the TER, the system routes forms that require OOTC approval for final approval. If the TER cannot be approved as submitted, the TER will be sent back to the initiator for correction and resubmission.
  4. TER forms that total less than \$75.00 or more for reimbursement; and TER forms that total \$75.00 or more, but only include meal per diems or mileage, are auto-approved for payment in Concur.
  5. Reimbursements are included in the next paycheck after approval by OOTC. Employees who are not scheduled to receive a paycheck will be reimbursed through OOTC-AP via a NONPO invoice. Checks are mailed to the Employee 2-3 weeks after the TER is processed by OOTC-AP.

### RESPONSIBILITIES

- I. Employees
  - A. Obtain permission to be on Travel Status prior to commencement of the Business Travel.
  - B. Minimize Business Travel costs.

- C. Ensure travel plans and expenses adhere to all policies and procedures.
- D. Prepare the appropriate travel forms.
- E. Obtain and submit receipts for all Business Travel expenses as required by UMB policy and this procedure.
- F. Ensure payment requests are for bona fide (legitimate) Business Travel expenses and represent appropriate use of UMB Funds.
- G. Certify Business Travel expenses submitted on the TER are allowable, accurate, justified, have not been previously paid by UMB, and will not be paid by another entity.
- H. Submit requests for reimbursements within 60 days of the Return Date.

## II. Operational Units

- A. Assign Concur 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 evaluated and approved timely by the Travel Administrator, Employee's supervisor and by a Cost Center Approver with fiscal authority for the funds used to pay for the 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 TER with the TAR to ensure that the actual trip details are consistent with the original TAR; explain any inconsistencies in the TER comments.
- H. 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.

### III. Office of the Controller

- 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 forms.
- D. Timely approve and process TERs for reimbursement.

### **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 UMB business purposes or UMB Employee work-related business. Business Travel includes travel of faculty and other UMB Employees who participate in academic travel as part of their job functions. Business Travel excludes an Employee's regular commute between home and the workplace.

**Commute Mileage** - The Mileage traveled routinely by the Employee between the Employee's residence and primary worksite.

**Day Business Travel** – A trip that does not include an overnight stay.

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

**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** – Travel with a departure from, transit through, or destination outside the United States and U.S. Territories

**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. Normal commuting miles must be subtracted from the total business miles if the trip began or ended somewhere other than the primary worksite.

**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.

**TAR** - Travel Authorization Request

**TER** - Travel Expense Request

**Teleworker** - An Employee who is regularly scheduled to telework as prescribed in UMB Policy VII – 6.11(A) Telework Policy.

**TMC** – Travel Management Company

**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 the Office of the Controller. All requests must be submitted to the UC using the Policy or Procedure Exception Request Form available on the [Office of the Controller 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 may 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 TAR and the TER.

## 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. [Office of the Controller Standard Operating Procedure – Business Travel for Nonemployees](#)
- 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. [Office of the Controller Standard Operating Procedure – Food and Business Meals Expense](#)
- H. [UMB Policy VIII – 16.00\(A\) Payment of Employee Moving and Relocation Expenses](#)
- I. [Office of the Controller Procedure – Payment of Employee Moving and Relocation Expenses](#)

### II. Resources

- A. [Office of the Controller Travel Website](#)
- B. [Global Hub Website](#)
- C. [Business Applications Concur Travel](#)

- D. [U.S. General Services Administration \(GSA\)](#)
- E. [Domestic Meal Rates](#)
- F. [Fly America Act](#)
- G. [U.S. Department of Defense](#)
- H. [U.S. Department of State](#)
- I. [Sponsored Programs Administration](#)
- J. [Enterprise Risk Management: Air Travel and Domestic Car Rental Insurance](#)

III. [Concur Training](#)

IV. [Concur Travel and Expense System Tutorials](#)