

## Procedure on Business Travel for UMB Employees

Approved January 1, 2018

Updated June 1, 2018

### **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 Contracted Travel Agencies](#)
    - [Provided by UMB](#)
  - [Additional Requirements for International Travel](#)
  - [Business Travel Combined with Personal Travel](#)
  - [Cancellations](#)
  - [Documentation](#)
- [Procedures](#)
  - I. [Making Reservations and Ticketing](#)
  - II. [eTravel System](#)
  - III. [Travel Request eForm](#)
  - IV. [Travel Expense eForm](#)
  - V. [Using the eTravel System](#)
- [Responsibilities](#)
  - I. [Employees](#)
  - II. [Operational Units](#)
  - III. [Department of Financial Services](#)
- [Definitions and Terms](#)
- [Exceptions](#)

- [Forms](#)
- [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 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. All Business Travel (day and overnight trips) outside Maryland and Washington, D.C.
  2. Overnight trips in Maryland and Washington, D.C.
  3. Any Business Travel that includes a car rental.
- D. Approval for day trips in Maryland or the District of Columbia may be required by the Operational Unit. Approval can be accomplished using the TR. Operational Units may establish stricter procedures for approving day trips as needed.
- E. 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.
- F. 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.
- G. Operational Units may deny payment requests for Business Travel that was not approved prior to the trip.
- H. It is the responsibility of each Employee 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 or fiscal approver.
  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. project ID).
  2. Obtain approvals as described in Section III.H above.
- 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 TR is required under the same conditions that apply to Business Travel funded by UMB Funds (See Section III.C above).
- 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”).
- VI. **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.
- VII. Payment requests submitted to Financial Services (FS) more than six months after the Return Date will not be paid.
- VIII. FS 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.
- IX. 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.
- X. 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 UMB traveler 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 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.

### XI. 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. 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](#) may be used as guidelines to assist in determining 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 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, 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 condition based on a current written statement of a health care provider who is currently treating the Employee for the condition.
  - 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. 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 [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.
  - h. [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.
- iv. Employees with One [Primary Worksite](#)
  - Employees with one primary worksite are scheduled to work at the same location every day. The Mileage driven from home to the worksite is not reimbursable.
  - Example 1:
    - Employee lives in Columbia and works on the UMB campus in Baltimore. The normal one-way commute is 15 miles. The Employee needs to travel to College Park.
      - a. Employee travels from UMB in Baltimore to College Park (33 miles) and back to UMB (33 miles). The Mileage reimbursement is for 66 miles.
      - b. Employee travels from home to College Park (20 miles) and then back to UMB in Baltimore (33 miles). The Mileage reimbursement is for 38 miles (53 miles driven less the one-way commute of 15 miles).
      - c. Employee travels from home to College Park (20 miles) and back to home (20 miles). The Mileage reimbursement is for 10 miles (40 miles driven less the round-trip commute of 30 miles).
  - Example 2:
    - Employee lives in Columbia and works on the UMB campus in Baltimore. The normal one-way commute is 15 miles. The Employee needs to travel to Arbutus.
      - a. Employee travels from UMB in Baltimore to Arbutus (10 miles) and back to UMB in Baltimore (10 miles). The Mileage reimbursement is for 20 miles.
      - b. Employee travels from home to Arbutus (5 miles) and then to UMB in Baltimore (10 miles). The Employee is not eligible for

Mileage reimbursement (15 miles driven less one-way commute of 15 miles is 0 miles).

- c. Employee travels from home to Arbutus (5 miles) and back to home (5 miles). The Employee is not eligible for Mileage reimbursement (10 miles driven less round-trip commute of 30 miles is less than 0 miles).
  
- v. Employees with More than One Primary Worksite.
  - Some Employees may have their regular work schedules regularly divided among multiple worksites. For example, an Employee may be regularly scheduled to work Mondays and Wednesdays at Shady Grove, but Tuesdays, Thursdays, and Fridays at the UMB main campus. Regularly scheduled means that the schedule is established, predictive, recurring, and unlikely to change. Employees who are regularly scheduled to work at more than one worksite must calculate the average daily commute to be used as the normal daily commute.
  - Example:

Employee lives in Columbia and works on the UMB campus in Baltimore on Tuesdays, Thursdays, and Fridays. On Mondays and Wednesdays the Employee works at Shady Grove (USG) in Rockville. The normal one-way commute to UMB is 15 miles. The normal one-way commute to USG is 25 miles. The average one-way commute is 19 miles. (Calculation: 3 days at UMB = 45. 2 days at USG = 50. (45 miles +50 miles)/5 days = 19 miles/day). Employee needs to travel to College Park.

    1. Employee travels from UMB in Baltimore to College Park (33 miles) and back to UMB (33 miles). The Mileage reimbursement is for 66 miles.
    2. Employee travels from USG to College Park (20 miles) and back to USG (20 miles). The Mileage reimbursement is for 40 miles.
    3. Employee travels from home to College Park (20 miles) and then back to UMB in Baltimore (33 miles). The Mileage reimbursement is for 34 miles (53 miles driven less the one-way average commute of 19 miles).
    4. Employee travels from home to College Park (20 miles) and then back to USG (20 miles). The Mileage reimbursement is for 21 miles (40 miles driven less the one-way average commute of 19 miles).

5. Employee travels from home to College Park (20 miles) and back to home (20 miles). The Mileage reimbursement is for 2 miles (40 miles driven less the round-trip average commute of 38 miles).
- vi. Employees who do not have a regular worksite because the nature of their job duties requires routinely visiting multiple worksites are reimbursed for Mileage between worksites only. If the Employee travels more than 50 miles from home to the first worksite, or from the final worksite to home, Mileage may be reimbursed for the portion that exceeds 50 miles.
- Example 1 – Employee lives in Cambridge and visits various clinics affiliated with UMB. All facilities are within 50 miles of the Employee’s residence.
    1. Employee travels from home to any one of the clinical sites. No Mileage reimbursement is allowed.
    2. Employee travels from first site to three more sites in the same workday. The Mileage traveled from one site to another is reimbursable. The Mileage traveled from the Employee’s home to the first site and from the final site to the Employee’s home is not reimbursable.
  - Example 2 – Employee lives in Cambridge and visits various clinics in Ocean City, MD (61 miles).
    1. Employee travels from home to one of the clinical sites in Ocean City. The Mileage reimbursement is for 11 miles (61 miles – 50 mile minimum threshold).
    2. Employee travels from first site to three more sites in the same workday. The Mileage reimbursement is for 11 miles (61 miles – 50 mile minimum threshold) to reach the first site; plus the Mileage between sites; plus the Mileage from the last site visited to home less the 50-mile minimum threshold if the last site is more than 50 miles from home.
- vii. For Employees who normally take public transportation (e.g. Light Rail, metro subway, etc.) to their primary worksite, the commute Mileage will be calculated based on the round trip Mileage traveled routinely between the Employee’s residence and the boarding site of the public transportation.
- viii. A Teleworker’s commute miles are the number of miles from the Teleworker’s main work location (e.g. home) to the work location identified

in the telework agreement as the place where the Teleworker may be required to report for duty. If no such location is identified, the regular UMB business (not telework) location of the supervisor of the Teleworker is used as the destination in determining commute miles.

#### 4. 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 for Business Travel when other means of transportation are unavailable, more costly, or impractical. Any travel that includes a car rental must be pre-approved using a TR.
- c. 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.
- d. Reimbursements are made for the rental vehicle and gas expenses as evidenced by receipts. Mileage reimbursement is not available to Employees who use rental vehicles.
- 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.

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.
- 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 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.
- c. 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.
- d. 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.



- 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, excluding the incidental rate.
- 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 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, excluding the incidental 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:	
Parking lots <sup>2</sup>	Yes
Parking meters	No
Bridge or highway tolls <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	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 <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
Travelers checks 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 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> Excess 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. [Commuter Mileage](#) .
8. Hourly parking at airports and train stations. See Section XI.C. – [Parking](#).

9. Fees for wait times, fines, traffic citations, parking tickets.
10. Additional car insurance.
11. First class airfare.
12. Airfare purchased using frequent flyer miles.
13. Additional flight insurance.
14. Lost baggage.
15. Travel upgrade fees.
16. Airport lounges and day rooms.
17. Airline, car, and travel card membership dues and club fees.
18. TSA Precheck registration and similar services
19. Lost or stolen tickets, cash or property.
20. Costs incurred by unreasonable failure to cancel transportation or hotel reservations.
21. Room upgrades.
22. Fees related to hotel late check-out for personal reasons.
23. Food, beverages, and snacks in excess of per diem meal rates.
24. Alcoholic beverages.
25. 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).

## XII. 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. 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 [EHS Domestic Car Rental Insurance](#) 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 [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 Employees at no charge. Employees 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.

XIII. Additional Requirements for International Business Travel

The following additional guidelines and requirements apply to International Travel:

- A. All travelers **must** register their International 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 XI 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.

#### XIV. 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.



#### XV. 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.

#### XVI. 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 in-state overnight trips, all out-of-state and international trips, and any trip that includes a rental car. (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 XI 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](#).

- C. The original receipts and documentation must be retained by the Travel Administrator's Operational Unit and made available to UMB, auditors, and Employees for inspection and copying.
  - 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.
- XVII. Operational Units must retain original travel receipts for audit purposes for a minimum of seven years after the end of the calendar year in which payment was made.
- XVIII.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. Employees should use caution when paying expenses of other travelers. The Employee 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 additional compensation to the Employee who paid the expenses.
- XIX. 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.
- XX. 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.
- XVII. Questions? Contact the Travel Coordinator 410-706-6527.

### Procedures

- I. Making Reservations and Ticketing
  - A. Travelers should wait until a TR is approved before making reservations.
  - B. 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.
  - C. 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).

- D. If reservations are not made timely, causing a significant increase in cost, an Operational Unit approver may limit the amount of payment.
- E. Travelers are responsible for adhering to the approved travel arrangements (i.e. itinerary, flight schedules, check-in and check-out times, etc.).
- F. Travelers should carefully read the terms and conditions when making travel arrangements and be mindful of additional costs or fees.
- G. 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.
- H. 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. Submit a [TR](#). If the exact cost of the trip is not known, the traveler may contact the travel agency for an estimate.
  - 3. After the request is approved, the traveler may contact the travel agency and provide 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 traveler. The itinerary must be reviewed for accuracy.
9. Contact the travel agency to cancel or change a travel reservation. The Employee 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 employees 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.
  - d. Visa and passport processing.
- I. Purchases made with personal funds
  1. Personal funds can be used to pay any travel-related expenses.
  2. Complete a TR and obtain 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 return, immediately complete the TE to request reimbursement.
8. Expenses paid prior to travel (e.g. airfare, room deposit) may be reimbursed prior to travel upon submission of documentation with a TE.

#### J. 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. Traveler
  - a. All Employees have the traveler role assigned automatically.
  - 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. Approves travel eForms submitted on behalf of the traveler by the Travel Administrator.
2. Travel Administrator
  - a. Each Operational Unit must have at least one [Travel Administrator](#).
  - b. 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.
  - c. Updates and maintains lists of Travel Supervisors in Operational Units.
  - d. May enter eTravel forms for travelers funded by projects under the administrator's fiscal responsibility.
  - e. Collects and stores original expense receipts.
3. Travel Supervisor
  - a. Determines appropriateness of travel to the Employee's job or business purpose.
  - b. Approves Employee's request to travel.
4. 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.
5. 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-Payroll or 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 may be completed by the traveler or by the Travel Administrator.
  2. The TR 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 TR timely, the traveler must include a detailed explanation for the delay.
  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. 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 may be completed by the traveler or by the Travel Administrator.
  2. The TE should be completed as soon as the traveler returns, but no later than 60 days after the Return Date. In extraordinary circumstances which prevent the traveler from submitting a TE timely, the traveler must include a detailed explanation for the delay.
  3. After 60 days, the TE is considered late. The [Late Submission Form](#) is required. Payments of expenses for submissions not entered within 60 days after the Return Date may be treated as taxable compensation to the employee receiving reimbursement.
  4. 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
  5. 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.
  6. Travel Approvers for all operational units that own the chartstrings listed on the TE are required to approve the TE.
  7. A TE is not considered approved until all approvers have approved it.

#### G. Travel Proxy

1. An Employee on a trip extending beyond 30 days who cannot access the UMB eTravel System may assign another UMB Employee to act as Travel Proxy.
2. The traveler completes a [Travel Proxy Form](#) to designate the Employee who will submit travel expense reimbursements.
3. A separate Travel Proxy Form is required for each trip.

### 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 included in the next paycheck after approval by FS. Employees who are not scheduled to receive a paycheck will be reimbursed through FS-AP. Checks are mailed to the Employee 2-3 weeks after the TE is processed by FS-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 TE 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.
- I. Establish a proxy signature when the traveler will be on Travel Status for more than 30 days. (Optional).

## 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 evaluated and approved timely by the Employee's supervisor and by a Travel 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 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. Retain all original receipts for Employees.

- 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.

### 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 Financial Services-Payroll or 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 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.

**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. 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.

**TE** - Travel Expense eForm

**TR** - Travel Request eForm

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

**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 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 TR and the TE.

Forms

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

Form Name	Completed by	Original Sent to	Purpose
<a href="#">Missing Receipt Certification</a>	Employee	Operational Unit	Used in lieu of original receipt when traveler cannot obtain a duplicate receipt.
<a href="#">Policy or Procedure Exception Request Form</a>	Operational Unit	<a href="mailto:DL-AFPPEXception@umaryland.edu">mailto:DL-AFPPEXception@umaryland.edu</a>	To request an exception to a policy or procedure rule.

II. Electronic form available on the [Financial Services website](#):

Form Name	Completed by	Original Sent to	Purpose
<a href="#">Late Submission Form</a>	Travel Administrator	Upload in eTravel System	To acknowledge late submission and to determine tax treatment of payments.

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.

IV. Paper forms available on the [Human Resource Services website](#):

Form Name	Completed by	Original Sent to	Purpose
<a href="#">Request for Reasonable Accommodation</a>	Employee	Human Resource Services	Used to request travel accommodations beyond allowable limits for individuals with disabilities.

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 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. [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](#)
- J. [Research and Development Guidance and Policies for UMB Expatriates](#)

## 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](#)

Navigation: UPK Menu: eForms> Travel eForms