

August 6, 2018

Please send this information to department heads, chairs, or other personnel who approve the CITS eForms User Authorization Form and System Access Agreement (<http://www.umaryland.edu/media/umb/cits/eForm-User-Athorization-Form.docx>).

The following requirement applies only to NEW Travel Administrators or Travel Approvers requesting Role access on or after September 1, 2018. It does not apply to anyone who is currently a Travel Administrator or Travel Approver.

It also does not apply to anyone who currently has a Role who subsequently requests an additional Role, or to anyone with an existing Role who transfers departments.

Beginning **September 1** an individual requesting the Travel Administrator or Travel Approver Role for the first time will be required to include a copy of the Business Travel Curriculum diploma with the CITS access request form. I have attached a [sample diploma](#). The entire curriculum must be completed. There are six individual modules, each generates a certificate, **but the diploma for the complete curriculum must be attached to the CITS form.**

The Business Travel Curriculum is stored in the [UMB Learning Management System](#). Instructions for completing the curriculum are available on the Financial Services – Travel – Training webpage: <http://www.umaryland.edu/financialservices/disbursements/travel/training/>
Download the training manual here: <http://www.umaryland.edu/media/umb/af/fs/travel/Manual-for-Completing-the-UMB-Business-Travel-Curriculum.pdf>

We have periodically advertised this requirement during training sessions and meetings throughout the year and many of the current staff have already explored or completed the curriculum. All employees are encouraged to complete the curriculum.

Employees can complete the curriculum at any time before requesting Role access. Therefore, anyone anticipating Role access on or after September 1 is encouraged to complete the modules as soon as possible. Estimated completion time may take up to two hours, depending on the individual's experience with travel transactions. The curriculum does not need to be completed in one sitting. The LMS System will resume the module at the point where the employee paused the module.