Travel Professionals Group
4th and 1st Quarter
2019 - 2020

Presenter: Cindy Lyons,
Acting Assistant Controller
Agenda

1. International Travel Updates – Steve Deck, Environmental Health and Safety Director
2. What’s New
3. Issues and Updates
4. UMB Policies and Procedures/Hot Topics
5. eTravel System
6. Quantum Financials and Analytics
7. Upcoming Events
8. Special Presentation by Norma Hunter, Administration and Finance Senior Organization Development Consultant
Part 1: International Travel Updates
Steve Deck, Director of Environmental Health and Safety
Part 2: What’s New
What’s New

• Debbie Tatum retired!
  – Search is underway

• Mileage per diem change effective 01/01/2020:
  – New rate is .575 per mile
  – Old rate was .580 per mile
  – The eTravel system automatically applies the correct rate according to the itinerary dates listed on the form
What’s New

8,821

Travel Expense forms were processed in 2019!
Part 3: Issues and Updates
Issues & Updates

• Processing delays
  – Employees
  – Nonemployees
  – Special cases: SPC, terminated, and others

• Employee name and form number are missing on the Analytics report

• Locating payment information for nonemployees
Reminders

• New Travel Administrators and Approvers access request forms require the Understanding the Business Travel Curriculum Certificate: https://www.umaryland.edu/financialservices/dischbursements/travel/

• Include all Org numbers on the access request forms

• Email questions to travelhelp@umaryland.edu
Part 4: UMB Policies and Procedures/Hot Topics
Policies and Procedures/Hot Topics

• **UMB Policy on Business Travel for UMB Employees and Nonemployees**

• **Procedure on Business Travel**

• **UMB Policy VIII-99.00(A) on Food and Business Meals Expense**

• **Procedure on Food and Business Meals Expense**
Policies and Procedures/Hot Topics

• When completing forms, please remember to include the following:
  – Return trip in the itinerary section
  – Agenda
  – Nonemployee Business Travel Certification Forms
    • Required for all nonemployee travelers – students, too!
  – Explanations for lodging paid with P-Card and include the P-Card holder’s name
Policies and Procedures/Hot Topics

• Lodging:
  – Allowable when the destination is more than 50 miles from the employee’s starting point, after deducting commute mileage.
  – Refer to page 6 of the Procedure

• Business Meals:
  – Meal limits
  – Know which account to use
Part 5: eTravel System
eTravel System – Work in Progress

• Search page
  – Add amount?

• Reminder messages
  – Agenda attached
Part 6: Quantum Financials and Quantum Analytics
Quantum Financials and Quantum Analytics

• Overview of how information gets into Quantum Financials.

• How to find payments in Quantum Analytics
Part 7: Upcoming Events
• Disbursements Workshop – Processing Invoices in Quantum Financials

– Wednesday, January 29, 2020
  • 10:00 AM – 12:00 PM
  • School of Nursing, Room 130
• Financial Services/Management Advisory Services Workshop – New Cash Handling Procedures Effective March 1, 2019

– Wednesday, February 12, 2020
  • 10:00 AM – 12:00 PM
  • School of Pharmacy, Room N203
Questions?