Agenda

1. What’s New
2. UMB Policies and Procedures
3. Incidentals and Tips
4. Business Meals
5. Hot Topics
6. Quantum Financials
7. Payroll – Earnings Codes
8. Upcoming Disbursements Workshop on Travel
9. Open Discussion and Questions
Part 1. What’s New?

• Debbie Tatum is back!

• Content added to Travel Webpage
  – Clarified GSA Rate Chart
Part 2. UMB Policies and Procedures

– Policy Library:  https://www.umaryland.edu/policies-and-procedures/library/
  Navigation:  About UMB>Policies and Procedures>Library


Part 3. Incidentals and Tips

- Federal Travel Regulations (FTR) Definition of Incidentals:

*Incidental expenses.* Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. (FTR 300-3.1. [https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=122644#i1211038](https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=122644#i1211038))
Part 3. Incidentals and Tips

– Per GSA:

– The meals and incidental expense (M&IE) rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items. (https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem#12)
Part 3. Incidentals and Tips

– To summarize:

• M&IE stands for Meals and Incidental Expenses

• Meals = amounts spent for food
  – Meal per diem includes taxes and tips (page 16 of the Business Travel for UMB Employees Procedure)

• Incidentals = tips given to porters and hotel staff
  – Therefore, the incidental amount that is included in the M&IE rate must be excluded when listing the per diems on the travel expense form
Part 3. Incidentals and Tips

– Per UMB:
  • The incidental amount that is part of the M&IE is not reimbursable.
  • Travelers may be reimbursed actual amounts for tips.
  • Tips
    – Tips must be reasonable in relation to the expense incurred.
    – When listing tips, there should be a related expense listed.
      » For example, tips would not be paid on an expense report that lists only mileage.
      » An explanation should be included for all tips.
    – Tips should not exceed 20% of the expense.
Part 4. Business Meals


• Procedure:  
Part 4. Business Meals

• **Business Meal**- A meal, generally occurring off campus, involving one or more non-UMB employees where the business purpose for the expense is clearly identified.

• **Food/Catering Services**- The purchase of meals or refreshments served on UMB property or at an off-campus location for a group of people.

• Read the Policy and Procedure for details, allowable, and unallowable purchases.
Part 4. Business Meals

- Business Meals are processed in the eTravel System, but are subject to the Food and Business Meals Expense Policy and Procedure.

- Satisfy specific conditions:
  - FSBMA Form, or equivalent, is required
  - Detailed receipts showing items purchased
  - Per Person time and expenditure restrictions (see the Rates page: [http://www.fincsvc.umaryland.edu/rates.cfm](http://www.fincsvc.umaryland.edu/rates.cfm))
Part 5. Hot topics

• Combining travel with other expenses:
  – Example:
    • Sally travels to a conference to present a poster.
    • Summary of expenses:
      – Airfare, Lodging, Meals, etc………………………..1,200.00
      – Poster Printing…………………………………………..250.00
      – Business Dinner with external colleagues……..125.00
      1,575.00
Part 5. Hot topics

• How to process:
  – Summary of expenses:
    • Airfare, Lodging, Meals, etc.................................1,200.00
      – Use eTravel System - - Travel Account Codes
    • Poster Printing............................................................250.00
      – Submit a PUR02 - - Expense Code 3922
    • Business Dinner with external colleagues......125.00
      – Use eTravel System - - Business Meal Account Codes
Part 5. Hot topics

• Research Study Participant Expenses
  – The eTravel System is not configured for posting expenses to Research Study Participant accounts
  
  – Travel-related expenses for Research Study Participants are processed via PUR02
Part 5. Hot topics

• Personal Expenses
  – Carefully evaluate receipts and other documentation to exclude personal expenses
    • Car seats
    • Travel/trip insurance
    • Personal supplies such as lotions or other personal items
Part 5. Hot topics

• State Payment Intercepts
  – Federal law allows states to establish debt collection regulations
  – Code of Maryland Regulations (COMAR) provides authority for the Central Collections Unit (CCU) to collect, by offset, amounts due to the State of Maryland
Part 5. Hot topics

• State Payment Intercepts
  – Payees who owe money to the State of Maryland may have expected payments intercepted and applied to outstanding debts to the State

  – For example, traveler John Smith submitted a reimbursement for $1,200.00. State records indicate that he still owes $1,000.00 from 2017 in income tax. His travel reimbursement will be reduced by the amount owed to the State (including any collection fees, penalties, and interest)
Part 5. Hot topics

• State Payment Intercepts
  – UMB cannot determine whether an individual (vendor) is subject to a payment intercept

  – Important to be aware of the authority of the State to intercept payments, especially in cases where payments are made to someone other than the traveler

  – UMB cannot recover intercepted funds on behalf of the payee
Part 5. Hot topics

• Travel expenses paid by someone other than the traveler
  – Examples:
    • John and Sally go on a trip. John pays $1,000 for Sally’s travel. Sally submits the Travel Expense form showing that the payment is to be made to John Smith. John Smith doesn’t receive the reimbursement because it was intercepted.
Part 5. Hot topics

• Travel expenses paid by someone other than the traveler

  – Examples:

• John and Sally go on a trip. John pays $1,000 for Sally’s travel. Sally submits the Travel Expense form showing that the payment is to be made to herself. She agreed to give the reimbursement to John. Sally owes money to the State. Sally’s reimbursement is intercepted. Now Sally still owes John.
Part 5. Hot topics

• Travel expenses paid by someone other than the traveler
  
  – Confirm the box that reads “Expense to be reimbursed to someone other than Traveler?” is checked

  – Verify the submitted information is correct (e.g. Social Security Number, address, etc.)
Quantum Financials
Quantum Financials

- New financial accounting system to replace eUMB Financials
- Implementation in October, 2019
- Website: https://www.umaryland.edu/quantum/
Quantum Financials

• Begin to learn the Chart of Accounts and Account Combo structure here:
  – https://www.umaryland.edu/quantum/chart-of-accounts/

• Subscribe to the Elm Weekly for announcements and training sessions:
  – https://www.umaryland.edu/cpa/web-communications/about-the-elm/
Quantum Financials
Chart of Accounts Education Sessions

• Attend this class to learn about the new accounting structure that will be used in Quantum Financials. Participants will learn new terminologies and important information about the changes needed to enter, approve, and analyze transactions in Quantum Financials. The presentation covers the new values that will replace the existing chartstrings in eUMB Financials and includes a preview of the robust reporting available in Quantum.

• This course is strongly recommended for all individuals who currently enter or retrieve data in eUMB Financials (e.g. budgeting, purchasing, reporting, entering journals, travel, approving transactions, P-Card, etc.).
Quantum Financials

• Individuals who have responsibilities in completing forms for billing and payments (e.g. customer billing, working fund, eZ payment, research study participants, deposit summary forms, etc.) are encouraged to attend.

• Individuals who manage external systems and databases that utilize existing UMB Financials chartfields also are encouraged to attend.

• Sessions begin in June. Each session contains the same information.

• Please register for one session.
Quantum Financials

• Chart of Accounts Sessions for June:
  – Wednesday, June 12
    • 10:00 – 12:00
    • School of Nursing, Room 130
  – Thursday, June 13
    • 2:00 – 4:00
    • School of Law, Room 107
  – Tuesday, June 25
    • 2:00 – 4:00
    • School of Dentistry, Room G205
  – Thursday, June 27
    • 10:00 – 12:00
    • School of Pharmacy, Room N103
Quantum Financials

• Register in the Learning Management System (LMS)

• LMS link is on the Human Resources homepage

• LMS link: https://umb.sumtotal.host/
Quantum Financials

• Navigation to registration:
  – LMS user Dashboard:
    • Click Library Books at the top of the Dashboard page:
    • Click Quantum Financials in the Library menu:
Quantum Financials

Click the “Select” Dropdown and select Register.
Quantum Financials

ACTIVITIES (4)
You must select 1 activity(s)

CLASS: Chart of Accounts - June 12, 2019 - School of Nursing, Room 130
- RIN_00824_ILT
- 409 Available Seats
- 655 W. Lombard St., School of Nursing
- 6/12/2019 10:00 AM EDT - 6/12/2019 12:00 PM EDT (View in my time zone)

CLASS: Chart of Accounts - June 13, 2019 - School of Law, Room 107
- RIN_00825_ILT
- 116 Available Seats
- 500 W. Baltimore Street, Carey School of Law
- 6/13/2019 2:00 PM EDT - 6/13/2019 4:00 PM EDT (View in my time zone)

CLASS: Chart of Accounts - June 25, 2019 - School of Dentistry, Room G205
- RIN_00826_ILT
- 141 Available Seats
- 650 W. Baltimore St., School of Dentistry
- 6/25/2019 2:00 PM EDT - 6/25/2019 4:00 PM EDT (View in my time zone)

CLASS: Chart of Accounts - June 27, 2019 - School of Pharmacy, Room N103
- RIN_00827_ILT
- 166 Available Seats
- 20 N. Pine St., Pharmacy Hall
- 6/27/2019 10:00 AM EDT - 6/27/2019 12:00 PM EDT (View in my time zone)

Select the desired session by clicking ADD
Quantum Financials

You will receive a confirmation email and an Outlook Calendar email so that you can add it to your Outlook Calendar.

If you do not receive a confirmation, please email Cindy Lyons – clyons@umaryland.edu

Click Register.
If you use the link in the ELM:

<table>
<thead>
<tr>
<th>Details</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILT Course</td>
<td>QUANTUM FINANCIALS: CHART OF ACCOUNTS EDUCATION SESSION</td>
</tr>
<tr>
<td>Duration</td>
<td>2 Hours</td>
</tr>
</tbody>
</table>

| Class | Chart of Accounts - June 12, 2019 - School of Nursing, Room 130 |
| Date and Time | 6/12/2019 10:00 AM EDT - 12:00 PM EDT (View in my time zone) |
| Duration | 2 Hours |

| Class | Chart of Accounts - June 13, 2019 - School of Law, Room 107 |
| Date and Time | 6/13/2019 2:00 PM EDT - 4:00 PM EDT (View in my time zone) |
| Duration | 2 Hours |

| Class | Chart of Accounts - June 25, 2019 - School of Dentistry, Room G205 |
| Date and Time | 6/25/2019 2:00 PM EDT - 4:00 PM EDT (View in my time zone) |
| Duration | 2 Hours |

| Class | Chart of Accounts - June 27, 2019 - School of Pharmacy, Room N103 |
| Date and Time | 6/27/2019 10:00 AM EDT - 12:00 PM EDT (View in my time zone) |
| Duration | 2 Hours |
If you use the link in the ELM:  

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<tr>
<th>DETAILS</th>
<th>ACTIVITIES</th>
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<tbody>
<tr>
<td>Class</td>
<td>Class</td>
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<td><strong>Chart of Accounts - June 12, 2019 - School of Nursing, Room 130</strong></td>
</tr>
<tr>
<td>2 Hours</td>
<td>2 Hours</td>
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<td></td>
<td><strong>Chart of Accounts - June 13, 2019 - School of Law, Room 107</strong></td>
</tr>
<tr>
<td></td>
<td>2 Hours</td>
</tr>
<tr>
<td></td>
<td><strong>Chart of Accounts - June 25, 2019 - School of Dentistry, Room G205</strong></td>
</tr>
<tr>
<td></td>
<td>2 Hours</td>
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<tr>
<td></td>
<td><strong>Chart of Accounts - June 27, 2019 - School of Pharmacy, Room N103</strong></td>
</tr>
<tr>
<td></td>
<td>2 Hours</td>
</tr>
</tbody>
</table>
Quantum Financials

**General Ledger - COA**

- A Quantum Account will be in this format:
- Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-00-00-0000-000

Ex- 3752-105-06203000-000000-00000000-620-00-00000-000
Quantum Financials

- Note that Activity and Purpose Segments (aka “fields) are optional.

- If the fields are set up in Quantum, you can use them in eTravel.

- For example, a department may choose to track expenses by faculty member and use the Purpose to enter the faculty ID. When you enter the travel transaction, select the “Account Combo” (aka “chartstring”) that includes the faculty ID so that the travel transactions will show in the Quantum reports as attributable to the faculty member.

- Check with your Dean’s or VP’s office to determine specific protocol for assigning values to these fields.
Quantum Financials

• Temporary Requisitions
  – Users with the Requisitioner role can submit a “Temporary Requisition”
  – Record a future obligation
  – No PO is generated
  – Needs to be manually canceled
Quantum Financials

• Temporary Requisitions
  – Can be used as a tool to encumber/obligate travel funds
  – More details to come in Quantum training.
  – If interested, be sure to ask when you attend training!
Quantum Financials & eTravel System

• Entering and submitting forms remains the same.

• Changes have been made to accommodate the new accounting structure in Quantum.

• Funding will either be by a Sponsored Project (e.g. Grant) or a Nonsponsored source (e.g. State funds)
Quantum Financials & eTravel System

If travel is funded by a Nonsponsored Source (e.g. State, Revolving), enter the Account Combo and Object.

If travel is funded by a Sponsored Project (e.g. Grant), enter a Project ID and Object.*

* Note the eTravel System configuration is still in progress. Minor adjustments are needed, such as tweaking the spacing and appearance and renaming a few more fields (e.g. Account will be changed to Object). These screenshots are for preview purposes.

<table>
<thead>
<tr>
<th>Row</th>
<th>ChartString</th>
<th>Source</th>
<th>Owner Dept</th>
<th>Activity</th>
<th>Purpose</th>
<th>Function</th>
<th>Project ID</th>
<th>Award Funding Source</th>
<th>Account</th>
<th>Transaction Dept ID</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Find ChartString</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3311</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Find ChartString</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remainder to be Distributed: 166.99
The following example shows a transaction that is funded by State funds and by a Project.

1. Similar to eUMB Financials, click on [Find ChartString] (Note that label on this button is likely to change to Quantum terminology)

2. We will begin with the Nonsponsored Source. The lookup screen appears.
Quantum Financials & eTravel System

3. Enter Org

<table>
<thead>
<tr>
<th>Select</th>
<th>Source</th>
<th>Owner Dept</th>
<th>Activity</th>
<th>Purpose</th>
<th>Function</th>
<th>Project ID</th>
<th>Award Funding Source</th>
<th>Combo Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select</td>
<td>05203000</td>
<td>Financial Services</td>
<td>000000</td>
<td>000000000</td>
<td>620</td>
<td></td>
<td>5000001276</td>
<td>General Appropriation</td>
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<tr>
<td>2</td>
<td>Select</td>
<td>115</td>
<td>Financial Services</td>
<td>000000</td>
<td>000000000</td>
<td>620</td>
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<td>5000005220</td>
<td>UMB Designated Appropriation</td>
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<td>3</td>
<td>Select</td>
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<td>Financial Services</td>
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<td>000000000</td>
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<td></td>
<td>5000003315</td>
<td>MOCEL</td>
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<tr>
<td>4</td>
<td>Select</td>
<td>915</td>
<td>Financial Services</td>
<td>000000</td>
<td>000000000</td>
<td>780</td>
<td></td>
<td>50000010210</td>
<td>ARB</td>
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<td>5</td>
<td>Select</td>
<td>995</td>
<td>Financial Services</td>
<td>000000</td>
<td>000000000</td>
<td>720</td>
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<td>50000011250</td>
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<td>6</td>
<td>Select</td>
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<td>Financial Services</td>
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<td>720</td>
<td></td>
<td>50000014305</td>
<td>ARB</td>
</tr>
</tbody>
</table>
Quantum Financials & eTravel System

Here are the results when Source and Org are entered to illustrate how to narrow down the search results.
Quantum Financials & eTravel System

Select desired value and add the Object (3371)
Quantum Financials & eTravel System

5. Enter the Sponsored Source. Select

The lookup screen appears.
Quantum Financials & eTravel System

6. Enter the Project.

<table>
<thead>
<tr>
<th>Select</th>
<th>Source</th>
<th>Owner Dept</th>
<th>Activity</th>
<th>Purpose</th>
<th>Function</th>
<th>Project ID</th>
<th>Award Funding Source</th>
<th>Combo Code</th>
<th>Award Funding Source Comment</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Med Cardiology</td>
<td></td>
<td>10013964</td>
<td>CSS</td>
<td>50000000029</td>
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<td>Hypothalamic Inflammation and</td>
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<tr>
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<td>Hypothalamic Inflammation and</td>
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<td>50000000888</td>
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<td>Hypothalamic Inflammation and</td>
</tr>
</tbody>
</table>
Quantum Financials & eTravel System

Select desired value and add the Object (3311)

This is the University Funding section of the eTravel Expense form showing the charges:
Payroll – Earnings Codes
Part 7. Payroll Earnings Codes

<table>
<thead>
<tr>
<th>Earnings Code (EC)</th>
<th>EC Description</th>
<th>GL Account</th>
<th>PCD</th>
<th>Calculated Fringe on PCD 8.4% in FY2018</th>
<th>Fringe GL Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTI</td>
<td>In-State Travel Taxable</td>
<td>3330</td>
<td>Yes</td>
<td>No-fringe is not allowed on grants so charges will be posted via JE</td>
<td>2798</td>
</tr>
<tr>
<td>TTO</td>
<td>Out-Of-State Travel Taxable</td>
<td>3331</td>
<td>Yes</td>
<td>No-fringe is not allowed on grants so charges will be posted via JE</td>
<td>2798</td>
</tr>
<tr>
<td>TTF</td>
<td>Foreign Travel Taxable</td>
<td>3332</td>
<td>Yes</td>
<td>No-fringe is not allowed on grants so charges will be posted via JE</td>
<td>2798</td>
</tr>
<tr>
<td>TTM</td>
<td>Day Business Travel Meals</td>
<td>3371</td>
<td>Yes</td>
<td>Yes</td>
<td>2797</td>
</tr>
</tbody>
</table>

Note: Fringe rate will be 8.4% in FY20.
Upcoming Events
Quantum Financials

• Chart of Accounts Sessions for June:
  – Wednesday, June 12
    • 10:00 – 12:00
    • School of Nursing, Room 130
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    • School of Law, Room 107
  – Tuesday, June 25
    • 2:00 – 4:00
    • School of Dentistry, Room G205
  – Thursday, June 27
    • 10:00 – 12:00
    • School of Pharmacy, Room N103
• Disbursements Workshop in June
  – Wednesday, June 26, 2019
    • 10:00 AM – 12:00 PM
    • Lexington Building, Room 4105
  – Basic hands-on entering travel and reviewing scenarios. Designed for new Travel Administrators. Bring your travel forms to enter!
  – Limited seating. If the seats are full, email me and I will set up a wait list and open additional sessions.
• Year-End Deadlines:
  – **Friday, June 14**

In order for travel expenses to be charged to FY19 funds, travel expense eforms for employees must have supervisor and fiscal approvals by Friday, June 14, 2019 so that they can be loaded in the last payroll of FY 2019 (PP#19-26). Travel expense eforms for non-employees must have fiscal approvals and hard-copy documentation submitted to Financial Services-Disbursements (FSD) by Friday, June 14, 2019 so they can be paid and recorded in eUMB by the end of the fiscal year.
• Year-End Deadlines:
  – View the complete Year-End Schedule here:
  
  – https://www.umaryland.edu/financialservices/announcements/
Questions?