

Business Travel Policy and Procedure

September 15, 2021

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Agenda

1. Introduction
2. Definitions
3. Policies, Procedures, and Training
4. International Travel
5. What's New/Updates
6. Reminders
7. Upcoming Events
8. Contact Information
9. Questions

1. Introduction

Part 2: Definitions

Business Travel

- What is business travel?
 - Business travel is 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

UMB Funds

- What are UMB funds?
 - UMB funds are 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.

Who's who & what they do?

- Disbursements
 - Responsible for evaluating and processing travel expense reimbursements for employees and nonemployees
 - Provide guidance and training on travel policies and procedures
- Center for Global Engagement's Office of International Services
 - Oversee duty of care for international travel
 - Works with EHS on Risk Management

Who's who & what they do?

- Change Management Advisory Services
 - Provides assistance and oversight to campus departments with any audit, compliance, and general fiscal or operational matters.
 - Promotes collaborative interactions between central administrative departments and schools/departments to help the University employ best business practices

Who's who & what they do?

- Travel Professionals Group (TPG)
 - Composed of travel administrators, approvers, and supervisors but the meetings are open to everyone
 - Meet regularly to review and discuss travel issues, policy, and procedures.

Part 3: [UMB Policy VIII-11.00\(A\)](#) [on Business Travel for UMB](#) [Employees and Nonemployees](#)

Navigation:

umaryland.edu > [About UMB](#) > [Policies and Procedures – Library](#) > [VIII. Financial Affairs](#)

3 - UMB Policy Highlights

1. Authorizes the use of UMB Funds to pay for allowable business travel expenses.
2. Establishes framework for compliance with IRS regulations.
3. Expenses must be reasonable, necessary, and appropriate.
4. Sufficient detailed documentation is required to support the purpose and the cost of the trip.

3 - UMB Policy Highlights(cont'd)

5. Further defines methods used for determining reimbursements:
 - a) Meals and mileage: per diems
 - b) Lodging, airfare, and other expenses: itemized receipts

6. Grant/sponsor-funded travel must comply with the terms of the grant/contract but cannot exceed UMB Policy limits and restrictions

3 - UMB Policy Highlights (cont'd)

7. Requires that all travel paid or reimbursed with UMB Funds is approved prior to the travel departure date.
8. UMB employee business travel, whether paid/reimbursed with UMB Funds, paid by the host organization, or paid with funds other than UMB Funds, etc. must be approved by the employee's supervisor prior to the departure date.

3 - UMB Policy Highlights(cont'd)

9. Requires that all international travel be recorded in the UMB International Travel registry system (International SOS) prior to the departure date.
10. International travelers are required to provide current emergency contact information. Emergency contacts should not be departmental employees, colleagues, etc.

3 - UMB Policy Highlights (cont'd)

11. Grants authority to Operational Units to reject all or part of payments at the discretion of Operational Unit approvers.

12. Grants authority to the Office of the Controller (previously referred to as Financial Services) to establish UMB Procedures to promote compliance with this Policy and IRS regulations.

3 - UMB Policy Highlights (cont'd)

13. Requires that all UMB employees and Authorized Affiliate employees comply with this Policy and related Procedures.

14. Describes consequences for noncompliance, including disciplinary action, recovering payments.

Part 3: [Travel Procedure](#)

Navigation:

umaryland.edu > About UMB > Policies and Procedures – Library > VIII. Financial Affairs

3 – Procedure Highlights

1. There are two Procedures:
 - a. Employees – anyone (including students) who is paid through UMB payroll
 - b. Nonemployees - visitors, students who are not on payroll, affiliate employees
2. Defines requirements for compliance with IRS and other regulations, and policies.
3. UMB is required to document procedures.

3 – Procedure Highlights (cont'd)

4. UMB Policy grants authority to the Office of the Controller to create and update the UMB Travel Procedure.
5. However, the UMB Procedure allows individual Operational Units to develop more restrictive procedures or rules as needed.
 - Example: a Department may limit the meal per diem to the Standard Per Diem rate, due to funding limitations

3 - UMB Procedure Highlights(cont'd)

6. Check with your school or department to see if there are additional restrictions on travel reimbursements.
7. Procedure also describes travel approval requirements
8. Check with your school or department to determine whether additional steps are in place for requesting permission to travel.
 - Example – some departments use webforms or other tools to request permission to travel

3 - Procedure Highlights (cont'd)

Travel Approval

3 - Procedure Highlights (cont'd)

Travel Approval

1. All travel must be properly approved prior to the departure date.
2. A fully approved Travel Request (TR) Form is required prior to the departure date for certain types of travel.

3 - Procedure Highlights (cont'd)

Travel Approval – Travel Request (TR) Form

3. TR Forms are completed in the Travel and Business Expense (TBE) System.
4. TR Forms are routed to the employee, travel administrator, supervisor, and fiscal approvers.

3 - Procedure Highlights (cont'd)

Table 1: When is a Travel Request Form Required?

	Employee	Nonemployee
Trip:		
In-State Day	NO	NO
Out-of-State Day	YES	NO
In-State Overnight	YES	NO
Out-of-State Overnight	YES	NO
International	YES	YES
Booked through UMB Travel Agency	YES	YES
Includes car rental	YES	YES

3 - Procedure Highlights (cont'd)

Travel Approval Additional Notes:

- 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.
- Visit <https://www.umaryland.edu/financialservices/disbursements/travel/approval/#d.en.323720> for FAQs and Scenarios

3 - Procedure Highlights (cont'd)

Travel Payments

3 - UMB Procedure Highlights (cont'd)



The IRS

According to the IRS Code, any payments are considered taxable income unless the Code provides an exclusion.

The IRS provides an exclusion for business expense payments, but requires that the payments conform to Accountable Plan rules.

3 - UMB Procedure Highlights(cont'd)

Accountable Plan Rules:

- Payments must be 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
- 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”).

3 - UMB Procedure Highlights(cont'd)

Thank you to all UMB and Affiliate employees who are involved in UMB travel transactions:

Communications, training, approvals, submitting payments and reimbursements, compliance, accounting, and more!



3 - UMB Procedure Highlights (cont'd)

How are travel expenses paid?

1. Reimbursements – travelers using personal funds may submit reimbursement requests in the TBE System
 - a. Employees – reimbursement is included in their paychecks
 - b. Nonemployees – receive a check from the State of Maryland. It takes 4 – 6 weeks from the time UMB submits the payment request to the State for the nonemployee to receive payment.

Visit Employee Reimbursement Schedule:

<https://www.umaryland.edu/financialservices/disbursements/travel/employee-reimbursement-schedule/>

3 - UMB Procedure Highlights (cont'd)

How are travel expenses paid?

2. Travel Agencies

- a. UMB has contracts with three travel agencies.
- b. Travel Agencies bill UMB directly for payment.
- c. Departments do not need to submit a payment request.
- d. Preferred method for booking airfare.
- e. Required for all international travel.

Visit Travel Agencies Webpage:

<https://www.umaryland.edu/financialservices/distributions/travel/travel-agencies/>

3 - UMB Procedure Highlights (cont'd)

How are travel expenses paid?

3. Purchase Order

Typically used when hosting a conference to book rooms, catering, etc.

4. Corporate Purchasing Card (P-Card)

- May be used for lodging or rental car.
- TR Form is required
- Departments may choose to not allow the use of the P-Card
- Visit P-Card User's Guide
<https://www.umb.edu/media/umb/af/procurement/UserGuide.pdf>

3 - UMB Procedure Highlights (cont'd)

All payment methods require that expenses are allowable. That is, expenses are reasonable, necessary, UMB business-related, properly approved, and comply with IRS regulations and related UMB policies and procedures.

3 - UMB Procedure Highlights (cont'd)

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3 - UMB Procedure Highlights (cont'd)

Useful Resources:

- Travel Website:

<https://www.umb.edu/financialservices/disbursements/travel/>

- Pocket Guide:

<https://www.umb.edu/media/umb/affairs/travel/Pocket-Guide.pdf>

Travel Website

umaryland.edu>About UMB>Administration and
Finance>Financial Services (under Finance and Auxiliary
Services)>Disbursements>Travel

Bookmark it!



3 – Travel Website (cont'd)

Other recommended bookmarks/favorites:

- Policy
- Procedure
- Essential International Travel Request Process
- Related to COVID:
 - Additional UMB Travel Guidance
 - What restrictions are in place for domestic out-of-state travel, including personal travel?
 - Any additional updates as they occur

Travel and Business Expense (TBE) System

3 - TBE

TBE is accessed via the myUMB Portal and is used for:

- Travel Request Forms
- Travel Expense Reimbursements
- Other certain [Employee Business Expense Reimbursements](#)

Visit TBE Webpage:

<https://www.umaryland.edu/financialsystems/etravel/>

3 - TBE

Roles:

- Traveler
- Traveler Administrator – primary compliance approver
- Travel Supervisor – authorizes employee to travel on behalf of UMB
- Travel Approver – fiscal approver

Visit Roles Definitions:

https://www.umaryland.edu/media/umb/af/fsys/Roles_Updated_082614.pdf

3 - TBE

How to request access:

- **Traveler:** Employees are automatically assigned the **Traveler** role. No form is necessary.
- **Travel supervisors:** Assigned and maintained by departments. No form is necessary.
- **All other travel roles:** [eForms User Authorization Form](#)

3 - TBE

How to request access – Important Points:

- Travel Administrators and Approvers (Fiscal) are required to complete the Travel Training (discussed in the next section of this presentation) and attach their certificate to the access request form
- Include a list of each Org for which access is needed. This can be a spreadsheet attachment. CITS cannot assign Org access using narratives (*e.g. all Orgs in the department of XYZ*)

3 - TBE

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Travel Supervisors:

- Supervisors must be senior (i.e. not subordinate) to the traveler within the organization's reporting structure

3 - TBE

Resources

- TBE System Information:
<https://www.umaryland.edu/financialsystems/etravel/>
- TBE FAQs and Scenarios:
<https://www.umaryland.edu/financialservices/disbursements/travel/etravel-help/>
- TBE Tutorials:
MyUMB > UMB Systems Tutorials Browser > eForms > eTravel
 - Includes how to set up supervisors (supervisors are maintained by individual Orgs)

Training: Learning Management System (LMS)

umaryland.edu>About UMB>Human Resource Services>Learning Management System (see Quick Links List)

3 – LMS Training

- Highly recommended for all individuals with responsibilities in reviewing or approving travel transactions.
- Required for anyone requesting the Travel Administrator or Travel Approver role. The completion certificate must be attached to the CITS access request form.

3 - LMS

Resources

- Travel Training:
<https://www.umaryland.edu/financialservices/di/sbursements/travel/training/>
- How to complete the Travel Curriculum:
<https://www.umaryland.edu/media/umb/af/fs/travel/Manual-for-Completing-the-UMB-Business-Travel-Curriculum.pdf>
- LMS System: <https://umb.sumtotal.host/>

Reminders

- New Travel Administrators and Approvers access request forms require the Understanding the Business Travel Curriculum Certificate:
<https://www.umaryland.edu/financialservices/di/sbursements/travel/>
- Include all Org numbers on the access request forms
- Email questions to travelhelp@umaryland.edu

Part 4: International Travel

4-International Travel

- Bonnie Bissonette is not available to present information today.
- Virginia Rowthorn will present at 10:00 during the October 7th session.
- If you have questions related to International Travel guidance, restrictions, requesting approval to travel, etc., please email virgina.rowthorn@umaryland.edu

4-International Travel

- Global Operations Hub – a one-stop shop to improve the quality of effective and efficient support to UMB international activities while ensuring strong risk management:

<https://www.umaryland.edu/global/our-global-campus/-international-operations-initiative/>

- Some travel-related requirements have been implemented.

4-International Travel

- Airfare must be booked through a UMB travel agency:
<https://www.umaryland.edu/financialservices/disbursements/travel/travel-agencies/>
- Established International Travel approval process:
<https://www.umaryland.edu/global/international-travel-resources/essential-international-travel-request-process/>
- International SOS is required:
<https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS519702>

Part 5: What's New

What's New...

- **Monthly Discovery and Discussion Sessions**
 - Intended to focus on one topic in detail
 - Examples, scenarios, Q & A
 - Send questions to travelhelp@umaryland.edu
 - First session September 22, 2021
- **Non-employee Travelers**
 - Transitioning out of TBE
 - Will reduce payment timeline for non-employee reimbursements
 - Target date January 2022
- **Supplier Spreadsheet Upload**
 - Will allow faster creation of a group of suppliers without the need of individual supplier registration requests
 - Requires a minimum number of suppliers per request
 - Target date January 2022
- **Other Categories of Expense Reimbursements**
 - If the appropriate Object is not available in TBE, the reimbursement must be submitted via a NONPO check request in Quantum Financials.
 - Employee reimbursements are included in the employee's paycheck
 - <https://www.umaryland.edu/financialservices/disbursements/employee-reimbursements/>

Part 6: Reminders

Reminders...

- Travel Expenses – be sure to include:
 - Detailed explanation of benefit to UMB
 - Agendas
 - Flight itineraries
 - Direction/maps for mileage
 - Please be sure to add an explanation of travel - *personal travel prohibited*
 - **Itemized** receipts – alcohol *prohibited*
 - Per diems for meals/lodging from state website – when not using USM or standard rate
 - Return row - Itinerary section of TE
 - Submit within *60 days* of the return date of a trip
 - Meal reimbursement is only up to **75% total on days of departure and arrival.**

Reminders

- Business Meals vs. Food Reimbursements – include relationship/partnership with attendees.
- Telework policy statement
 - B. Attendance at an employee's primary workplace for on-site meetings, conferences, training sessions and similar activities may be required on scheduled Telework days at the sole discretion of the supervisor. Where practical, a supervisor should give an employee two weeks' notice of required on-site activities. Transportation and parking costs for such attendance are the employee's responsibility.
 - <https://www.umaryland.edu/policies-and-procedures/library/human-resources/policies/vii-611a.php>

Reminders

- COVID Vaccination Protocols
 - <https://www.umaryland.edu/coronavirus/content/testing-hygiene-and-health/umb-vaccination-mandate.php>
 - f. Such employee may not be approved for the discretionary programs of telework and will not be approved for University-sponsored travel including grant-funded travel (but both may be approved upon proof of vaccination).

Part 7: Upcoming Events

- Discovery and Discussion Session: Mileage

- Wednesday, September 22, 2021

- 2:00 – 3:00 PM

- Register here:

<https://umaryland.webex.com/umaryland/j.php?RGID=rbabd692579b3b0db815733eb7a5097c2>

Participants are encouraged to email questions to travelhelp@umaryland.edu prior to the event.

- Business Travel Policy and Procedure

- Thursday, October 7, 2021

- 10:00 – 12:00

- Register here:

- <https://umaryland.webex.com/umaryland/j.php?RGID=r74169fc9a7ef8382514f3df03f5ecdea>

Virginia Rowthorn will present International Travel and answer related questions at 10:00.

Upcoming Events

- Virtual meeting with all three travel agencies
 - In the planning stage
 - Information will be provided as it becomes available

Part 8: Contact Information

Contact Information

- For questions or concerns related to travel, please email the travel desk at travelhelp@umaryland.edu

Questions?

