

## Instructions for Completing the E-Travel Online Request Form

- Login to myUMBC from the UMBC Home Page and select the Topics Menu, select Financial Services & Accounting, select the E-Travel Request Form on the top left of the page. The E-Travel Request Form can also be accessed through PeopleSoft. From the main PeopleSoft menu select Accounts Payable, AP/Travel Forms, UMBC E-Travel Request Form.
- **Important: All fields denoted with an \* are required to be filled in before submitting the form. After filling out the E-Travel Online Request Form, the Approving Authority must forward the email form to [travel@umbc.edu](mailto:travel@umbc.edu) to activate the process.**
- If this is a supplemental E-Travel request, search your completed E-Travel requests for the original E-Travel and follow the instructions provided. The supplemental E-Travel request must be completed by the original requestor.
- Travel Agency- Select travel agency from the drop-down menu.
  - Select Globetrotter, Omega or Travel-On if the University is purchasing the airline/rail ticket from one of these contracted travel agencies.
  - If you are not using a contracted travel agency, select “**Other**” in the drop-down menu. **This indicates that you are purchasing your own ticket or driving.**

(Note: If you are using a personal credit card, please choose “other” as the contracted travel agency even though you may be using a UMBC contracted agency.)

- Department- Select department from drop-down menu.
- Name **must be the same as the identification** the traveler will present when traveling.
  - Last Name – Enter traveler’s last name.
  - First Name – Enter traveler’s first name.
- Is the traveler an employee? Select either “Yes” or “No.”

### Distribution of Charges

- Please choose the correct Fund, Dept., P-Fin, Account, Project (if applicable) and Activity (if applicable) from the drop-down menu.

### Costs

- Air/Rail/Bus – cost of your fare
- Air – Answer either “yes” or “no”
- Rail – Answer either “yes” or “no”
- Reimbursable Expenses – Estimated amount of lodging, auto rental, meal per diem, taxi, etc.

### Travel

- Departure Date – Date that your travel begins
- Return Date – Date that your travel ends
- Origin – Enter the city and state or country of the traveler’s origin
- Destination – Enter the city and state or country of the traveler’s destination
- Trip Purpose – Explanation of the purpose of the travel

### Confirmations

1. Confirm that the travel arrangements are in full compliance with all items that are listed. Answer either “Yes” or “No”.
2. Are you completing this form on behalf of someone other than yourself? Answer either “Yes” or “No”. If you answer “No”, the form will automatically auto fill question #3, with “No”.
3. If you are completing this form on behalf of someone else, please verify that the traveler is in full compliance with all items listed in #1. Answer “Yes” or “No”.
4. For Federally sponsored travel, confirm that the itinerary is in compliance with the Fly America Act. Answer “Yes” or “No”.

### Approval Contacts

- Department Contact – should be the individual who made the reservation. Select their User ID from the drop-down menu. Enter their name and phone number.
- Approving Authority – should be the next level of authority above the traveler. Select their User ID from the drop-down menu. Enter their name and phone number.
- **Please Note:** All foreign travel **must** go to the Dean or Chairperson for approval and then they will forward to travel@umbc.edu.
- CC – you can copy up to four individuals on each E-Travel.

## Comments

- This section should be used for specific comments regarding the travel. For example:
  1. Items that may have been charged to the University P-Card. For example: hotel charges, registration fees, etc.
  2. Items that may have been paid for by another University, company or vendor.
  3. Any part of the travel that includes personal time and expenses.
  4. If the travel is funded by two separate departments.
  5. Many departments use the “comments” section to itemize the “other expenses” total. This could include hotel, transportation, meals rental car and other costs associated with the travel.
  6. If the travel is a group travel, all attendees should be listed in the comments section.
- Submit the E-Travel Request once all required fields are filled in and the E-Travel has been reviewed for errors.