Things to consider before and during UMBC travel:

- Consult UMBC Travel Policy
- Take advantage of pre-payable items (airfare, Amtrak, hotel, registration fees). This will reduce your out of pocket expenses. You will not be carrying balances on your credit card for business travel or waiting for large reimbursement checks.
- Avoid waiting until the last minute to request pre-payments on p-card.
- Take advantage of early registrations to reduce costs.
- When you have requested pre-payment of hotel room, when you check in make sure the hotel has the 3rd party payment form on file. Do not wait until check out you may have to use your own credit card.
- Secure **detailed receipts** FOR ALL ITEMS PURCHASED – this includes taxi, parking, tolls, metro rail.
- Metro rail – secure a fare card for 5 cents more than the actual fare you need. This will assure that the fare card will be returned by the machine and you will be reimbursed the full face value of the card including the extra 5 cents.
- No insurances are reimbursed by the University. The only exception is when you are in a foreign country and have a rental car or if you are not a state employee.
- Include in the comments section of your E-Travel Request Form: vacation time taken with business travel, any items that were pre-paid on p-card, if any costs are being paid by others or included as part of the cost such as breakfasts with hotel rooms or meals while at a conference, if you are sharing a room with another employee at a conference.
- When submitting your UMBC Request for Reimbursement Form be sure to give the full name and dates of the meeting or conference you are attending.
- Hotel receipts – make sure, if you use express check out, that you provide a copy of your credit card statement with your receipts or you will need to contact the hotel and have them fax a zero balanced receipt which proves payment. Express check-out statements do not have proof of payment.
- Web sites used for securing airfare or hotel accommodations do not always provide the necessary proof of payment. You may need to supply a copy of your credit card statement showing the charge.
- Visas are reimbursable, passports are non-reimbursable expenses.
- Abstract, visa stamps, registration fee reimbursements that you have paid yourself can be reimbursed on the UMBC Request for Reimbursement Form now. You will need to enter these items as separate line items in the distribution of charges section and as an expense in the expense by date section of the reimbursement claim.
- Visa stamps – make sure the embassy gives you a valid receipt. It should contain, date, address, purpose of purchase, list $ amount of charge and contact information.
- Complete itinerary information is a State of Maryland requirement for each travel claim. It assists with correctly reviewing your meal per diem allowances. Please include specific start and end times on the UMBC Request for Reimbursement Form.
- Itinerary times only need an "a" for morning or a "p" for evening. Military time is not recommended.
- Meals provided on the plane, as part of the registration fee, or included with the room costs of the hotel are not to be claimed again on the UMBC Request for Reimbursement Form. The State of Maryland considers this double payment if requested.
- Washington, DC is considered in-state travel. If you spend the night you must complete an E-Travel form.
- Personal travel doesn't need an approved E-Travel Request, unless it includes business travel.
- Even though you make your own reservations, instead of using one of the state contracted agencies, you will need to fill out an E-Travel Request Form if you are spending the night.
- Foreign Travel must have the dean/provost signature for approval.
- Expense statements must be submitted to Business Services within **ten** business days following the conclusion of the trip.
- If the trip is being funded by Federal money you need to fly a US carrier per the Fly America Act.
- When attending a conference, please include a copy of the conference agenda and/or schedule.