

TRAVEL POLICY AND PROCEDURES



UMBC

UMBC Policy No. VIII11.00.01

(Updated 07/01/2020)

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POLICY STATEMENT

The intention of this policy is to facilitate travel and travel arrangements and to provide reimbursement for all related and reasonable expenses, in accordance with the Board of Regents policy on University System of Maryland Travel.

I. PURPOSE FOR POLICY

The purpose of the policy is to protect travelers against the risk of loss, while simultaneously maintaining the necessary controls for accountability.

II. APPLICABILITY AND IMPACT STATEMENT

Travel by affiliated persons must be in support of the mission of the institution inclusive of specific program of instruction, research, training or public service. Travel regulations and reimbursement rates apply to all university travel regardless of the source of funds.

All individuals traveling on official university business are expected to exercise the same care incurring expense, as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost of achieving the success of the mission. For example, the most economical parking should be used at airports, i.e., the long-term parking lot as opposed to daily parking.

Please review the entire UMBC travel policy and procedures prior to traveling.

Eligibility:

- Employees of the University
- Persons invited to the University (lectures, consulting, recruiting, etc.)

- Persons who are asked to travel for the University

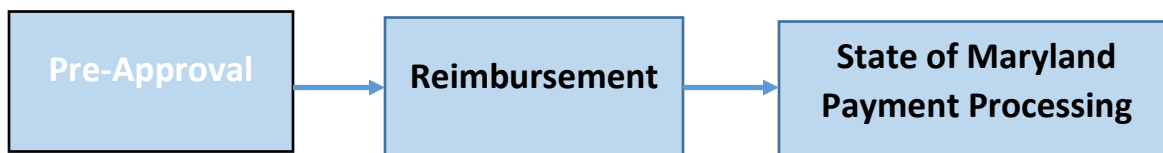
Preview the whole text of the [University System of Maryland Travel Policy](#).

III. CONTACTS

Direct any general questions about this University Policy first to your department’s administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Policy Clarification	Linda Rothfus	410-455-3288	limiller@umbc.edu
Travel Coordination	Peggy Ingle	410-455-2316	pingle@umbc.edu
Working Fund	I’dia Bey	410-455-2287	lfleet@umbc.edu
International Travel	Education Abroad Office, Center for Global Engagement	410-455-8175	educationabroad@umbc.edu

IV. UNIVERSITY POLICY



A. PRE-APPROVALS

Pre-approval must be obtained prior to the commencement of the trip or before any portion of the trip for the following types of travel:

- Out of state
- In state with overnight stay (includes Washington D. C.)
- International

The only travel that does not require pre-approval is travel within the State of Maryland or Washington, D.C. with no overnight stay.

Pre-approval must be completed and approved prior to the commencement of the travel or before any portion of the trip is pre-paid, in order to ensure that the traveler is covered by Worker’s Compensation benefits. No tickets will be

authorized, and no expense statement will be processed, without the completion of pre-approval. The traveler can complete the pre-approval form or designate another to complete the pre-approval on his/her behalf. Click [UMBC Travel System](#) to begin the process.

Levels of signature approval required as follow:

	<u>DEPARTMENT HEAD, CHAIRPERSON OR THE NEXT HIGHER AUTHORITY ABOVE TRAVELER</u>	<u>THE DEAN AND THE VICE PRESIDENT OR PROVOST</u>
IN-STATE	✓	
OUT-STATE	✓	
INTERNATIONAL	✓	✓

B. INTERNATIONAL TRAVEL

International Travel Registry

All University Travelers, whether participating in individual or group travel, must register their travel plans in the UMBC International Travel Registry. This will ensure the travelers are enrolled in UMBC’s international travel insurance policy and assist University officials to locate and communicate with impacted University Travelers in the event of an emergency or crisis.

Travel to Territories Subject to Elevated Travel Advisories

Any international travel proposed to or through any territory for which a U.S. Department of State Travel Advisory (Level 3 or 4), or a Centers for Disease Control and Prevention Warning Level 3 is in effect, must be reviewed and approved in advance of travel by the Campus International Travel Review Committee.

Even in the absence of an elevated Travel Advisory, any University Traveler or Group of University Travelers may be required to seek approval from the

Campus International Travel Review Committee if there appears to be a substantial potential risk due to insurance exclusions or other concerns.

Education Abroad

All university-organized Education Abroad Programs must be registered with the Office of International Education Services and approved by the University in advance of international travel.

Unaffiliated Travelers

The University Traveler who is hosting and requesting the Unaffiliated Traveler to accompany the university-sponsored international travel is responsible for providing a completed Unaffiliated Traveler Form to the Office of International Education Services for review by the Campus International Travel Review Committee. Failure to obtain pre-travel approval may prohibit Unaffiliated Traveler participation and jeopardize the University Traveler's participation.

International Travel by Minors

Any minor proposed to participate in university-sponsored international travel must be approved by the Campus International Travel Review Committee. A minor is any person under the age of 18.

Failure to comply with this Policy and its requirements may subject the University Traveler to UMBC discipline, loss of UMBC sponsorship or support (financial and administrative) for the Travel, and loss of privileges or rights granted to University Travelers as a result of their UMBC student, faculty, staff or other participant status.

Please contact the Department of International Education Services for further information and guidance.

C. EXPENSE REIMBURSEMENTS

All requests for reimbursement regardless of the requestor's affiliation with UMBC are required to be submitted via the reimbursement process. Request for Reimbursement must be completed within ten (10) business days following the conclusion of the trip.

Please refer to the Levels of Signature Approval Chart above.

Original itemized receipts are required for all items over \$10.00. All expenses less than \$10.00 must be documented. Undocumented expenses will be disallowed. The receipts can be uploaded as the expenses are incurred. They must be legible.

The original, itemized invoice, receipt, or other supporting documentation is required for all expenditures including hotels, meals, registration fees, taxis, tolls, parking, etc. If the invoice or receipt for a hotel accommodation does not contain the name of the traveler, but does contain the last four digits of the credit card used, a copy of the credit card with all but the last four digits blackened out can be provided to confirm the receipt. Reimbursement will not be made solely on credit card charge documents.

D. MAKING TRAVEL ARRANGEMENTS

Travelers are expected to make their own travel arrangements. The USM contracted travel agencies should be utilized whenever possible for airline or train tickets, as these vendors have been selected through a competitive bid process. The traveler or someone on behalf of the traveler contacts the agency for a quote on tickets. If a USM contracted travel agency is selected, an email will automatically be sent to the agency requesting tickets after the pre-approval is approved. If the price of the tickets exceeds the quote by the greater of \$200 or 10% of the quote, the travel agency will deny the request, and the traveler will need to get a re-approval for the greater cost.

Flights

Advanced bookings must be made using the least expensive logical fare via the most direct route, or other reasonable routing that results in a lower fare.

Travelers must use United States air carriers in compliance with the federal "Fly America Act" when flying on federal funds to foreign destinations unless otherwise directed by the federal sponsor.

The cost of flight insurance is not reimbursable.

If the traveler must change plans for the convenience of the campus or if changes are the result of a personal emergency, the campus will pay any penalty fees incurred. (Reference UMS BOR policy VIII-11.00-2) Any change due to a personal emergency requires a memorandum from the next higher authority and must be approved by the Dean or Vice President.

Early bird check-in fees are not reimbursable.

Tips for baggage handling are capped at \$1 per bag.

Hotel Reservations

The State of Maryland Procurement card may be used for hotel reservations where accepted by the vendor. The cost of the room and applicable taxes are the only charges permitted on the card. The traveler must pay incidental charges at the time of check out and if business related, they must be substantiated on the UMBC Request for Reimbursement Form for reimbursement. Non-business expenses are the personal responsibility of the traveler (in room movies, personal toiletries, etc.). Telephone, fax, and Wi-Fi are reimbursable if needed for the performance of official university duties.

Travelers must identify themselves as UMBC employees when booking a room. UMBC travelers are entitled to all governmental discounts. See lists of hotels on the procurement website ([Procurement – travel](#)).

Travelers are expected to pay the hotel bill at check out if neither of the above payment options are acceptable to the vendor. An original, ***detailed*** statement from the hotel ***showing payment in full*** is required to be uploaded for reimbursement on the UMBC Request for Reimbursement Form. A charge card receipt, bank statement or credit card statement, is not detailed and therefore does not meet this requirement.

Tips for room cleaning service are capped at \$1 per day.

When an employee is required to be on travel status for a period exceeding five consecutive working days, costs for necessary laundering cleaning and pressing are reimbursable.

Meals

The cost of lunch may not be reimbursed unless the travel involves absence overnight or unless the traveler begins their travel, more than two (2) hours prior to the traveler's normal starting time for work and/or extends more than two (2) hours after the traveler's normal time of departure from work. If the travel meets these two (2) requirements, then breakfast and dinner may also be reimbursed.

A partial day's travel related to an overnight trip (that is, the day you leave for an overnight trip or the day you return from an overnight trip) allows for meal reimbursement depending on the start and end times of the travel. Departure from home at 6 AM or earlier on the first day of the trip entitles the traveler to all three meals. Likewise, arrival at home at 7 PM or later on the last day of the trip entitles the traveler to all three meals. Contact the Travel Desk for guidance on other partial day situations.

Start/end time of trip must be shown on the expense statement for first and last day of travel, and for all one-day trips.

Meal Rates: Domestic Travel

A per diem rate for each meal is published by UMBC based on the rate approved by the UMS Board of Regents each year. If you are in a "high cost" city you can use the per diem rate for "high cost" cities. The appropriate per diem rates will automatically populate on the Request for Reimbursement form.

No receipt is required to receive the per diem for a meal.

Meal Rates: International Travel

Meals are reimbursed at the current U. S. Department of State Meals and Incidental Expense per diem rate for the area visited. ([Click here](#))

A partial day's travel is eligible for the appropriate meal(s) consumed when travel time encompasses a period of two hours before and two hours after that/those meal(s). A partial day's per diem will be calculated based on the total M&IE rate

as follows: Breakfast – 15%, Lunch – 25%, and Dinner – 60%. Travelers should clearly identify on the Travel Expense Statement, the foreign locale visited. Reimbursement is based on the rates in effect at the time of travel.

Other Reimbursable Items: International Travel

For other reimbursable items, such as hotel and parking, we will use the amount on the credit card statement, as monetary amounts are converted to USD. If a credit card statement is not available, the traveler must supply the converted amount.

Vehicles

Use of State Owned Vehicles

When availability permits, local travelers should use State owned vehicles. Contact Facilities Management to check availability.

Any person operating a state owned vehicle must have a valid driver's license, comply with all traffic laws and obtain approvals as required by USM and UMBC.

Any traffic tickets issued to the driver of a state owned vehicle are the personal responsibility of the driver.

Use of Personal Vehicles

All personal vehicles used for university business must be properly insured.

If an auto insurance claim results from the use of a personal vehicle for travel related to university business, the driver's insurance is primary and must be used to its benefit limits to settle claims before State of Maryland insurance coverage may begin. Please contact the Office of Environmental Safety and Health for an explanation. You may refer to the following legal documentation: [Risks and Liabilities of Automobile Use with the Scope of Public Duties](#) .

Vehicle Rentals

For out of town travel, employees may rent a vehicle if necessary to meet business obligations on the trip. An original, itemized receipt showing payment in full is required for reimbursement. A bank statement or credit card statement is not itemized and therefore does not meet this requirement.

Collision Damage Waiver (CDW) Insurance

Coverage is provided by the State Insurance Trust Fund for employees of UMBC for rentals **within the U. S.** Employees should **not** sign a rental agreement within the U. S. that levies a fee for additional insurance coverage.

Please make sure the rental agreement includes the traveler's name, UMBC and the State of Maryland as the customer.

Rental discounts are available to all UMBC authorized travelers. Please refer to the [Procurement Website](#).

Non-employees traveling for the University may rent a vehicle, with prior approval, and should obtain the additional insurance. The traveler will be reimbursed for the cost of the additional insurance.

International travelers must self-enroll in UMBC's comprehensive international travel insurance policy, which provides accident and sickness insurance, medical and security evacuation, repatriation and a worldwide, 24-hour emergency telephone assistance service. The traveler pays for this insurance, but can submit the transaction receipt for reimbursement.

Reimbursable Mileage

Mileage for approved travel for UMBC business purposes will be reimbursed at the current rate set by the State of Maryland. The appropriate mileage rate will automatically populate on the Request for Reimbursement form.

A University employee who leaves the office, travels to a site, and returns to the office may be reimbursed for all mileage directly connected with the business trip (i.e., mileage from the office to the site and back to the office).

A University employee who leaves home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip that is in excess of the commute miles normally traveled (i.e., total official miles driven minus normal daily commute miles).

A University employee who conducts University business prior to coming into the assigned office or on the way home from the assigned office may be reimbursed for all mileage in excess of the commute miles normally traveled.

E. PAYMENT OPTIONS

If a UMBC employee is using direct deposit (EFT) for paychecks, the travel expense reimbursement will also be direct deposited, but as a separate transaction from payroll.

If an employee is not using direct deposit for paychecks, or the traveler is not an employee, then the expense reimbursement will be mailed to the address on file.

A traveler not using direct deposit can request direct deposit, if multiple expense reimbursements are expected. This is accomplished by completing the Maryland GADX-10 form ([Click here](#)). Please carefully follow all instructions given on the form.

V. DEFINITIONS

Affiliated persons – Any person performing duties that contribute to the mission of the institution. Affiliated persons include students, staff, faculty or any other individual engaged in University related activities.

Official University Business – An activity that is a provable real business need and requires a particular individual's presence or services.

University-affiliated International Travel – Travel outside of the United States in relation to an institutional mission related activity.

USM Contracted Travel Agencies – Travel agencies that contract with USM through a competitive bid process.

Incidental Expenses – Expenses incurred for personal use and not for any business purpose.

Advanced bookings – Flight preparations made in advance of a trip for official UMBC business.

Federal "Fly America Act" - Travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use U.S. air carrier service for all air travel and cargo transportation services funded by the U.S. government.

“High Cost” City – Metropolitan areas that are eligible for different meal reimbursement rates due to the higher cost of living associated with the area. The State of Maryland’s Department of Budget Management defined meal reimbursement rates for these specific areas.

Itemized receipt – Receipts that contain descriptions, quantities, and amount of items purchased along with the total cost and name of the merchant.

VI. APPROVAL AND PROCEDURES

A. Travel Pre-Approval Procedure

Complete the PRE-Approval TRAVEL REQUEST, unless you are traveling within Maryland or Washington, D.C with no overnight stay.

Complete online instructions and frequently asked questions are provided here: [Travel System FAQs](#)

B. International Travel Registration

Enroll in UMBC’s International Travel Registry, found here: [UMBC’s International Travel Registry](#)

Enroll in UMBC’s International Travel Insurance Policy:

- *Employees* traveling abroad on UMBC business must self-enroll in UMBC's international travel insurance policy. Employees should be prepared to pay for the cost of insurance by credit card. The transaction receipt should later be submitted along with other travel expenses for reimbursement to the traveler. To enroll in UMBC's international travel insurance plan for employees, please visit <https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=UMBC-BT>
- *Students* participating in UMBC study abroad programs through the Office of International Education Services will be automatically enrolled in UMBC's international travel insurance policy. All other students traveling abroad on university business must self-enroll in UMBC's International Travel Insurance policy. To enroll in UMBC's international travel insurance plan for students, please visit: <https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=UMBC>

The complete International Travel Policy can be found here:

<https://www.umbc.edu/policies/pdfs/International%20Travel%20Policy%20VIII11.00.02.pdf>.

Additional resources related to international travel can be found here:

<https://studyabroad.umbc.edu/international-health-safety-security/>

C. Expense Reimbursements

Complete the Travel Reimbursement Form, found here: [UMBC Travel System](#)

Please refer to the [Check List for Submitting Travel/Miscellaneous Reimbursement Claims](#).

Start/ End time of trip must be shown on the UMBC Request for Reimbursement for the first and last day of travel, and for all one-day trips.

Include proper name and current address on the UMBC Request for Reimbursement Form. If the address does not exactly match the address on file, the preparer will be prompted to enter the traveler's correct address on the form. If the traveler is not a UMBC employee and is not in the vendor file a W-9 form will be required. Original itemized receipts are required for all items over \$10.00. All expenses less than \$10.00 must be documented. Undocumented expenses will be disallowed. The uploaded receipt must be legible.

Making Travel Arrangements

A current list of vendors is available from Business Services' website ([Click here](#)). Contact information for the Travel Desk is given in Section III of this document.

Travel Cancelations and Changes

Up until the date of travel, modifications may be made to the pre-approval form. Reauthorization is required for any change in travel dates that also include a USM approved travel agency, and/or modifications of the approved budget account data.

Any travel change due to a personal emergency requires an explanation from the next higher authority and must be approved by the Dean or Vice President. The form will automatically request the approval of the next higher authority with a prompt for the explanation.

Procedure for USM Contracted Travel Agencies:

Contact the travel agent to receive an unofficial quote for air or rail travel. Complete the Pre-Approval form, select the appropriate USM contracted travel agency, and enter the value of the quoted price.

After the pre-approval is complete with all signatures, the agency will be contacted automatically to request a final and official quote for tickets.

Assuming that the quote is in line with the dollar amount approved, the agency will respond to the traveler via email with the itinerary.

Travel Desk personnel are **not** responsible for notifying the traveler or the department that approval is pending. It is the responsibility of the traveler or the department to ensure that the approved Pre-Approval form is submitted promptly.

Procedure when other travel agencies are used:

Contact the travel agent, book your flight and pay for the ticket. Please note that all of the same rules and regulations apply regardless of the travel agency used.

Upload your payment receipt, which must show the cost and method of payment, to the UMBC Travel Reimbursement Form.

D. Set-up Reimbursement via Direct Deposit

Complete State of Maryland Direct Deposit GADX-10 form ([Click here](#)).

VII. REQUIRED FORMS

A. Required UMBC TRAVEL PRE-APPROVAL FORM

Complete online instructions and frequently asked questions are provided here: [Travel System FAQs](#)

B. Required UMBC TRAVEL REIMBURSEMENT FORM

Complete online instructions and frequently asked questions are provided here: [Travel System FAQs](#)

VIII. RESTRICTIONS AND EXCLUSIONS

- A. Travel with Spouses. When spouses travel with institution employees but are not themselves serving as agents of the institution, travelers should be careful to maintain a record of individual expenses.

The institution will not reimburse any expenses incurred on behalf of the spouse. Likewise, airfare or any other travel expense that is directly billed to the institution should not include expenses for the spouse.

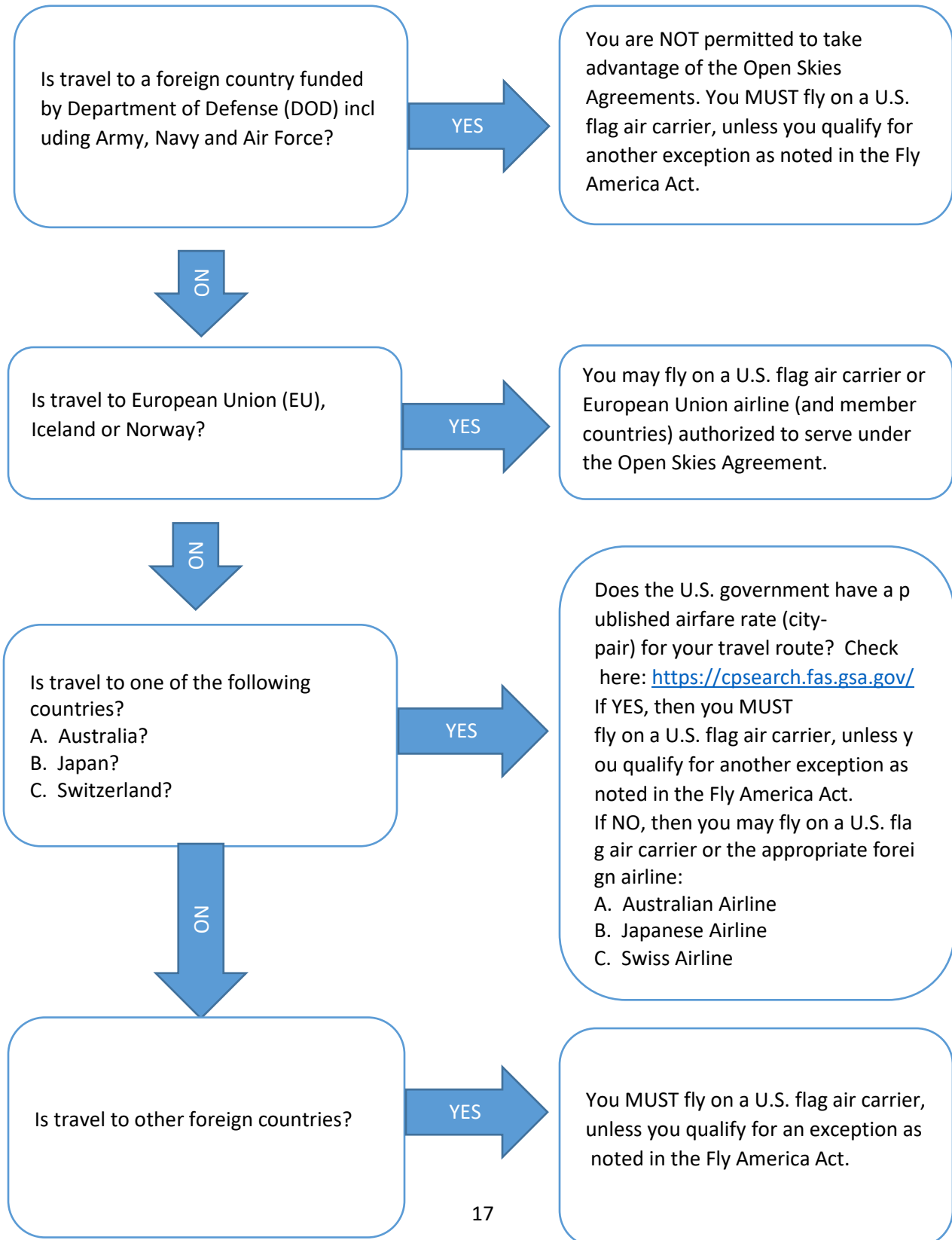
- B. The university will not reimburse first-class, business or any other preferred seating costs or fees unless there is a special circumstance that is approved by the respective Dean or Vice President. The Dean or Vice President must submit a memorandum explaining the special circumstance and reason for the approval. Reimbursement is not guaranteed and is subject to the approval of the State of Maryland General Accounting Division.
- C. Any increase in the base room rate and taxes that results from non-official travelers utilizing the accommodations is the personal financial responsibility of the traveler.
- D. Employees who use their personal vehicles for out of state travel will be reimbursed for the mileage at an amount not to exceed the cost of the least expensive airline ticket to that location unless there is some documented medical reason requiring the use of ground transportation in which case supporting documentation is required.

IX. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES

- A. University System of Maryland Board of Regents Policy 301.0 VIII-11.00 [USM Policy on University System Travel](#).
- B. [International Travel Policy](#) UMBC Policy #VIII-11.00.02

APPENDIX

Appendix A – Flowchart of Fly America Act and Open Skies Agreements For Federally Funded Flights to Foreign Countries



Appendix B - TRAVEL EXPENSE REFERENCE SHEET

EXPENSE		ALLOWABLE	EXPLANATION
FLIGHTS	Cancellation and Change Fees	NO	Except emergencies and for the convenience of the University.
	Early Bird Check-In Fees	NO	
	Airplane Wi-Fi	YES	Required supervisor signature to approve prior trip, intended use for business purposes.
	Baggage	YES	As appropriate to support business travel with itemized receipt.
	Passport	NO	
	Visa Fees	YES	When required for official University travel, with itemized receipt.
TRANSPORTATION	Car Rental	YES	GARS, Concession Facility Fee, Vehicle License Fee
	Car Rental Coverage Employee Travelers Collison Damage Waiver (CDW/LDW) U.S. Rentals	NO	State of Maryland is self-insured.
	Car Rental Coverage Non-Employee Travelers Collison Damage Waiver (CDW/LDW) U.S. Rentals	YES	Only CDW/LDW is reimbursable.
	Car Rental Coverage	NO	Car Wash, Carefree Personal Protection (CPP), Extended Protection (EP), Liability Insurance Supplement (LIS), Personal Accident Insurance (PAI), Personal & Accident & Effect Coverage (PAE), Renter's Liability Protection, Roadside service Plan (RSP), Super Personal Accident Insurance (SPAI), Supplement Liability Insurance (SLI), Theft Protection (TP), Third Party Insurance (TPI).
	Mileage	YES	Mileage is measured from the closer of the duty station or point of departure to destination and return for travel on days during the employee's normal work

			schedule, minus daily commute miles. For travel on days that are not part of the employee's normal work schedule, actual mileage is reimbursable. Non-employees will be reimbursed for actual mileage driven.
	Taxi/ Bus/ Rail/ Uber	YES	With itemized receipt.
	Toll Charges	YES	With itemized receipt.
	EZ Pass Toll	YES	Required a copy of toll statement
	Parking	YES	Reasonable, with an itemized receipt.
MEALS	Alcoholic Beverages	NO	Alcoholic beverages and associated taxes are not reimbursable.
	Meals	YES	Refer to the UMBC Travel Policy and Procedures for specifics.
	Gratuities	YES	Must be reasonable. Not to exceed 20% of subtotal.
LODGING	Cancellation and Change Fees	NO	Except emergencies and for the convenience of the University
	Telephone/Fax/Internet/Wi-Fi	YES	University business related, while on approved travel with itemized receipt.
	Laundry/Valet	YES	With itemized receipt, when domestic travel exceeds five (5) working days; International travel, laundry is included in the per diem allowance.
OTHER	Business Materials	YES	University business related while on approved travel must be reasonable with an itemized receipt.
	Gift Cards and Certificates	NO	
	Personal Items	NO	Example: Sunscreen, toothpaste, deodorant, soap, t-shirts, etc.
	Registration Fees	NO	With itemized receipt.