Date: August 17, 2021

To: The UMBC Community

From: Gayle Chapman, Assistant Controller and
        Business Services at UMBC

Announcing UMBC's New Travel System

We are so very pleased to announce that UMBC's New Travel System will GO-LIVE on Wednesday, August 25, 2021!!

The UMBC Travel System is a robust in-house fully integrated system for processing and submitting travel Pre-Approvals and Reimbursements, developed through a two-year plus fully collaborative effort with DoIT and Business Services, with extensive input from our partners in the campus community!

There are numerous benefits that will be realized with this new Travel System, naming just a few:
- The new system will automatically leverage data from the pre-approval and reimbursement processes and create an automated workflow,
- It offers a new Administrative Portal to allow departmental preparers and reviewers to manage multiple travelers and it provides a single interface for permissions and approvals during Pre-Approval and Reimbursement processes,
- It includes numerous convenient drop-down boxes, links and look up tables for items such as travel agencies, per diem rates and expense categories, and it autocalculates per diem costs based on location,
- The new reimbursement process will support unlimited travel duration per a single reimbursement submission,
- Multiple sources of funding (up to 5 different chart strings) are available for the pre-approval and reimbursement processes with automatic validation,
- The new travel system process will automatically notify the relevant travel agency upon completion of all necessary approvals, providing the traveler with the travel itinerary.

We invite you to visit the FAQs relating to the new Travel System on the Business Services Travel webpage at https://businessservices.umbc.edu/travel. More information and training materials will be added on the Business Services website as we approach the GO-Live date.

Our sincerest gratitude to the Shared Services workgroups, our DoIT partners, our campus testing partners and our Business Services staff for all the hard work and effort that went into this production!