



UMBC Travel Guide

(Last updated 2/20/2024)

Pre-Approval

Pre-Approval is required for all overnight travel prior to the departure of the trip. Travel Services suggests entering the Pre-Approval in the travel system at least Thirty (30) days in advance of your trip departure to allow time to research travel arrangements, explore payment options and for university approvals. There is no limitation on how far in advance a travel authorization may be completed.

The pre-authorization process is a great way to capture all expenses associated with any trip, not only those that may be reimbursed via the Travel System. It's recommended that Travelers submit all expenses in the preapproval, even those paid by Pcard. This allows departmental managers transparency as to the total cost of the trip at the point of approval.

Travel Authorization - Support Documentation

All travel authorizations must have supporting documentation detailing the purpose of the trip. Documentation must include the event, dates, and location. Examples of acceptable documentation could be a supporting brochure, agenda of events, invitation, image of a website, or an itinerary of planned research. See example below. Remember some events include meals and therefore, travelers should not request per diem for reimbursement if they pay for included meals.



Alliance 2024

Join us in Phoenix, Arizona

As the premier annual member-driven Higher Ed conference with attendees from around the world, Alliance '24 is the place for Higher Ed professionals to share knowledge, collaborate, network with peers and become inspired regardless of product or platform.

Three days of dedicated education and networking at the Phoenix Convention Center. With over 250 sessions, you can expect superb content from our many member institutions and partners, along with increased vendor inclusion to give you even more opportunities to learn and compare options for your institution.

Our focus on continuing professional education (CPE) credits and in-depth workshops will provide you with even more opportunities to expand your knowledge. And, the Solution Center will be your destination to engage with multiple vendors, experience product demos first-hand, and discuss various service offerings. Join us at Alliance '24 to ignite innovation and thrive together in Phoenix, Arizona.



Inspiring Keynotes

We hope they leave you eager to make positive changes by working hard, never giving up, and being ambitious. They'll be sharing their stories and personal insights because as we know, it is often easier said than done.



Reinventing Experiences

Featuring a new focus area structure for sessions designed to ignite engagement and provide a more streamlined experience for attendees, we are offering targeted sessions, networking opportunities, and resources specific to each area. This allows attendees to navigate the conference more easily and tailor their experience to their individual needs and interests.



Fun, Friends & Food

Between our Welcome Reception and Closing Night Event you will have lots of opportunities to talk to colleagues, ask presenters questions, inquire with vendors about potential solutions, and network with people from other institutions.

Travel Planning

Travelers using university funds to travel on official business are expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for business should be conducted at a minimum cost for achieving the success of the mission. Travelers shall request reservations as far in advance as possible and utilize the lowest logical fares/rates available. Travelers are expected to make advance bookings, take advantage of discount rates (i.e., early bird specials) and choose the least expensive option/ most direct routes. Upgrades (i.e., first class) or purchase of travel, car, or airfare insurance is not reimbursable, but can be purchased at the traveler's expense. Travelers requiring specific accommodations (non-medical) that do not meet these criteria must reach out, PRIOR to the trip, to their next higher authority to receive written consent.

Payment Methods

Consult with your department before paying for any travel related expenses to discuss ways to reduce out of pocket travel expenses. Your department maybe be able to pay for registration fees and hotel accommodations. If you chose to use the approved travel agencies to book airfare, the university will cover the upfront cost of your arrangements.

Airport Parking

The allowable per day parking rate that can be reimbursed is as follows:

| Location | Rate |
|-----------------|-------------------|
| BWI - Baltimore | Long-term \$8/day |
| IDA – Dulles | Economy \$14/day |
| DCA - Regan | Economy \$16/day |

Guests coming to UMBC are encouraged to park in the most economical location, at their local airport. We will only reimburse the lowest rate



Receipts

Itemized receipts are required for all travel expenses including conference/event registration, lodging, airfare, rail ticket, car rental, ground transportation, parking, tolls, rental vehicle fuel. Receipts are used to verify that the travel services purchased were used for the approved traveler, dates, and location for which official travel was approved. Receipts also document the actual cost and payment of each expense. A credit card or bank statement may be submitted in the event a receipt is not readable, or not available at time of purchase.

Itemized Receipt

Business Name → Cosmos Hill
1325 Broadway
Boulder Co 80302
303-447-1133x


Date → Ticket # 66
DINE IN
Order Placed 10-11-2017 04:35 PM

Items Purchased → 24 inch
Create Your Own
Pizza Sauce
Mozzarella \$21.75


Price of Each Item → Side of Spicy Ranch \$0.50
Side of Spicy Ranch \$0.50
Side of Spicy Ranch \$0.50
Side of Spicy Ranch \$0.50
Side of Spicy Ranch \$0.50
COMMON MESSAGE
SQUARE CUT

Total Amount of Bill → Grand Total: \$31.43

Method of Payment → Issued: Visa Card #: ****
Type: PreAuthCapture Approval: 011941



INVOICE



Confirmation No. 4002467601
Group Name

Hyatt Place Denver Downtown
440 14th Street
Denver, CO 80202
Tel: 303-893-2900
Fax: 303-893-4037
denverdowntown.place.hyatt.com

Room No. 0923
Arrival 09-16-23
Departure 09-22-23
Folio Window 1
Folio No. 279471

| Date | Description | Charges | Credits |
|--------------|---------------|------------------------|----------|
| 09-16-23 | Hotel Credit | -50.00 | |
| 09-16-23 | Accommodation | 209.00 | |
| 09-16-23 | State Tax | 8.36 | |
| 09-16-23 | Lodger's Tax | 22.47 | |
| 09-16-23 | Tourism Tax | 2.09 | |
| 09-17-23 | Accommodation | 209.00 | |
| 09-17-23 | State Tax | 8.36 | |
| 09-17-23 | Lodger's Tax | 22.47 | |
| 09-17-23 | Tourism Tax | 2.09 | |
| 09-18-23 | Accommodation | 209.00 | |
| 09-18-23 | State Tax | 8.36 | |
| 09-18-23 | Lodger's Tax | 22.47 | |
| 09-18-23 | Tourism Tax | 2.09 | |
| 09-19-23 | Accommodation | 209.00 | |
| 09-19-23 | State Tax | 8.36 | |
| 09-19-23 | Lodger's Tax | 22.47 | |
| 09-19-23 | Tourism Tax | 2.09 | |
| 09-20-23 | Accommodation | 209.00 | |
| 09-20-23 | State Tax | 8.36 | |
| 09-20-23 | Lodger's Tax | 22.47 | |
| 09-20-23 | Tourism Tax | 2.09 | |
| 09-21-23 | Accommodation | 209.00 | |
| 09-21-23 | State Tax | 8.36 | |
| 09-21-23 | Lodger's Tax | 22.47 | |
| 09-21-23 | Tourism Tax | 2.09 | |
| 09-22-23 | Master Card | XXXXXXXXXXXX5804 XX/XX | 1,401.52 |
| Total | | 1,401.52 | 1,401.52 |

Hotel confirmations do not qualify as a receipt. All travelers upon check out from the hotel or any type of lodging must have an itemized receipt to claim reimbursement. An itemized hotel receipt will provide the dates of service, sales tax, room or county occupancy tax, room charges, parking, and any additional incidentals. Travelers may use third party travel sites such as Expedia, Priceline, Booking.com etc., however, the documentation on the booking through these travel sites usually does not provide all the information that is required for reimbursement. Therefore, in addition to the receipt or confirmation provided from the third party the traveler is still required to obtain an itemized receipt from the hotel or lodging facility which reflects the arrival and departure date even if the statement balance is zero dollars. **The importance of the itemized receipt is to make sure only allowable charges are submitted to the State for reimbursement.**

PER DIEM

NOTE: Rates are subject to change each fiscal year.

All meal rates are inclusive of taxes and tips. Reimbursement may not be made for the cost of alcoholic beverages. Room service and related delivery fees are not reimbursable.

Per Diem on the First and Last Days of an Overnight Trip

| Departure | Breakfast | Lunch | Dinner |
|-------------------|-----------|-------|--------|
| 6 AM or Earlier | ✓ | ✓ | ✓ |
| 6:01 AM - 1:00 PM | ✗ | ✓ | ✓ |
| 1:01 PM - 7:00 PM | ✗ | ✗ | ✓ |
| After 7:00 PM | ✗ | ✗ | ✗ |

| Arrival | Breakfast | Lunch | Dinner |
|-------------------|-----------|-------|--------|
| 6 AM or Earlier | ✓ | ✗ | ✗ |
| 6:01 AM - 1:00 PM | ✓ | ✗ | ✗ |
| 1:01 PM - 7:00 PM | ✓ | ✓ | ✗ |
| After 7:00 PM | ✓ | ✓ | ✓ |

| | |
|---------------------------|---|
| Eligible for Per Diem | ✓ |
| Not Eligible for Per Diem | ✗ |

If a conference, convention, seminar, training meeting, and/or hotel includes the cost of meals, travelers may not request additional per diem or reimbursement for the included meal. For example, if lunch is provided and included as part of the registration fee, travelers cannot also claim per diem for lunch on that day. Dietary or religious exceptions to this guideline are acceptable, please include a brief memo explaining the nature of the restriction and include it with the reimbursement request to receive approval from your departmental travel approver.

Partial Day's Travel - Meal Per Diem Chart - No Overnight

| | | | | |
|------------------------------|-----------------|---------------|---------------------------|-----------------------|
| | Normal Start | Normal End | Normal Lunch Period | Total Hours Worked |
| If Normal Working Hours Are* | 8:00 AM | 4:30 PM | 0:30 | 8:00 |

| Example | Travel Schedule | Trip Start | Trip End | Normal Lunch Period | Total Time Worked/ Traveled | Per Diem Allowed |
|-----------------|---|------------|----------|---------------------|-----------------------------|------------------|
| Trip One | Travel Normal work day | 8:00 AM | 4:30 PM | 0:30 | 8:00 | None |
| Trip Two | Travel Starts less than 2 hours before, or | 6:30 AM | 4:30 PM | 0:30 | 9:30 | None |
| | Travel ends less than 2 hours after "Normal" hours. | 8:00 AM | 5:30 PM | 0:30 | 9:00 | None |

| | | | | | | |
|------------------|--|---------|---------|------|-------|-----------------------------|
| Trip Four | Travel starts 2 hours before normal workday | 6:00 AM | 4:30 PM | 0:30 | 10:00 | Breakfast and Lunch |
| Trip Five | Travel Ends 2 hours after normal workday | 8:00 AM | 6:30 PM | 0:30 | 10:00 | Lunch and Dinner |
| Trip Six | Travel starts 2 hours before <u>AND</u> ends 2 hours after normal workday | 6:00 AM | 6:30 PM | 0:30 | 12:00 | Breakfast, Lunch and Dinner |

**"Normal" working hours are "Normal" for the fictional person used in this example. Each traveler will have their own working hours and the allowability of Per Diem would be determined based on their hours and the start/end time of their trip.*

Personal Vehicle Usage and Mileage Rates

NOTE: Rates are subject to change each fiscal year.

It is important to note that an employee's daily commute miles from home to their regular work location are not reimbursable per State regulations. Therefore, commute miles must be deducted from the total miles claimed for each trip with the following exceptions: the trip starts and ends at the regular work location; the trip starts or ends on a non-duty day.

Current Mileage Rate

\$0.67 per mile

Use Google maps to calculate commute and trip miles.





Gratuities

Must be reasonable. **Tips must not exceed 20% of the subtotal (not including tax) on any travel expense except for the following services:**

Baggage handling - \$1.00 per bag on day of arrival (checking in) and departure (checking out)

Maid Service - \$1.00 per day

Documents & Attachments



The preferred method of attaching itemized receipts or documentation is by attaching a PDF. Please avoid attaching .msg files (Saved Outlook emails) JPEG, JPG, GIF, PNG, and color prints when possible.

Exceptions

**PRIOR
APPROVAL
REQUIRED**

Travelers requiring specific accommodations or any modification to travel plans that are outside of the University System of Maryland (USM) and State policy must reach out to the Business Travel Office who will work with HR to obtain approval **PRIOR to the trip occurring.**

Travel reimbursement inquiries, Training Opportunities, & Contact Information



Email: TravelServicesAP@umbc.edu

Travel Specialist: (410) 455-2316



Business Services - Travel Site
Businessservices.umbc.edu/travel