



UMBC Travel Guide

Pre-Approval

Pre-Approval is required for all overnight and out of state travel, prior to departure. Travel Services suggests initiating the pre-approval process at least thirty (30) days in advance of the trip's departure date to allow time to research travel arrangements, explore payment options and obtain university approvals. There is no limitation on how far in advance a travel authorization may be completed.

The pre-approval 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 is recommended that Travelers submit all estimated expenses in the preapproval, even those pre-paid (on a pCard, travel agency quote, etc.). 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 are 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 may 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 can be reimbursed is as follows:

Location	Rate
BWI - Baltimore	Long-term \$11/day
IDA – Dulles	Economy \$14/day
DCA - Regan	Economy \$25/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 over \$10, 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 receipt is not readable, or not available at time of purchase.

***Non-Per Diem meal receipts are no longer accepted. Travelers can claim up to the Per Diem amount. ***

Hotel confirmations do not qualify as a receipt. All

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
CORPORATE MESSAGE
SQUARE CUT

Total Amount of Bill → Grand Total: \$31.43

Method of Payment → Issuer: Visa Card #: ****
Type: PrAuthCapture Approval: 011941

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.

WELCOME TO A different PLACE

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

INVOICE

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

Confirmation No. 4002467601
Group Name

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

PER DIEM

NOTE: Rates are subject to change at any time.

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

***Non-Per Diem meals are no longer accepted. Travelers can claim up to the Per Diem amount. No receipt is required. ***

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.***

Ground Transportation

Travelers should use best judgment when selecting ground transportation. Rideshare companies like Lyft and Uber are great options. Their app offers reports to make it easier for travelers to report their expenses. Other forms of public transportation are also reimbursable, with a proof of purchase.

Taxi cabs: be aware of cabs that only take cash, ensure they can offer a receipt (with all the requirements shown on page 3). If you are traveling to an area with little to no technology, please reach out to Travel Services before your departure for instructions.

Tips: Travelers can tip their drivers up to 20% of the fare, before taxes and fees

Rental Cars

UMBC-employed travelers may rent vehicles for business purposes during out-of-town travel. To receive reimbursement, the original Rental Car Agreement must be submitted. For rentals within the U.S., Collision Damage Waiver (CDW) Insurance is provided through the State Insurance Trust Fund. The rental agreement must include the traveler's name, UMBC, and the State of Maryland as the customer. Optional services, such as fuel packages, equipment rentals, and associated taxes and fees, are not reimbursable.

If the reserved vehicle class is unavailable, the rental agency should offer a complimentary upgrade. Reimbursement is based on the class of vehicle paid for, not the actual vehicle driven.

Personal Vehicle Usage and Mileage Rates

NOTE: Rates are subject to change.

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

\$0.70 per mile

Use Google maps to calculate commute and trip miles.



Tips and Tricks

Planning Ahead

- Consult the UMBC Travel Policy
- Take advantage of pre-payable items on the departmental pCard, such as airfare, Amtrak, hotel, and registration fees. This will reduce your out-of-pocket expenses, eliminate carrying balances on your credit card for business travel, and avoid waiting for large reimbursement checks.
- Washington, DC is considered in-state travel. If you spend the night, you must complete a Pre-Approval.
- If the trip is funded by federal money, you must fly a U.S. carrier in accordance with the Fly America Act.

Conferences and Meetings

- Take advantage of early registrations to reduce costs.
- Try to stay as close as possible to the conference to reduce costs of items like ground transportation.
- 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.
- When attending a conference, please include a copy of the conference agenda and/or schedule.
- Utilize meal plans a conference may offer. The meals offered by the conference will take the place of some or all the Per Diem meals.

Adding Personal Travel to your Business Itinerary

- Travelers are required to provide comparable documentation of both the Business only itinerary VS. Business+Personal travel. The least expensive option will be reimbursed. Comparable itineraries must come from the same source.
- When adding personal to business travel the use of approved travel agencies, other than Globetrotter, is prohibited.

Gratuities:

- Travelers can tip rideshare/taxi drivers up to 20% of the fare, before taxes and fees

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.
- Please avoid uploading junk, blank, marking, non-relevant pages.
- It is preferred to size all pages to 8-1/2" x 11", vertical.

Travel System

- Expenses: Each receipt needs its own expense line. Please do not add multiple expenses into one line.
- START and END times are a requirement when claiming Per Diem. The times should be added to the Itinerary/Mileage tab.
- Ensure the traveler's address is correct in the travel system. None-UMBC travelers will be required to fill out a new W9 before their first pre-approval is submitted for approval.

Exceptions

Please contact Travel Services or your business department **prior** to your trip if you require specific accommodations or modifications to your travel plans that fall outside University System of Maryland (USM), UMBC, or State policies.

Travel reimbursement inquiries, Training Opportunities, & Contact Information

	Contact	Telephone	Email
Policy Clarification, Travel Coordination, and Travel Compliance	Lisa Rowell	410-455-1712	travelservicesAP@umbc.edu
Working Fund	Marsha Johnson	410-455-2287	workingfund@umbc.edu
International Travel Registry & Insurance	Center for Global Engagement	410-455-2624	cge@umbc.edu