



Procedure on Business Travel for UMB Employees
Approved February 24, 2023



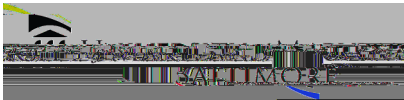
INSTRUCTIONS

Scope

- I. This Procedure applies to the approval of all Domestic and International Business Travel and to the purchase of transportation, lodging, meals, and other expenditures charged to UMB Funds and paid directly to a travel services provider or reimbursed to an Employee. This Procedure applies to all Employees. In addition, this Procedure applies to any Authorized Affiliate Employees having responsibilities for the approval of Business Travel or Business Travel expense payments.
- II. This Procedure does not apply to:
 - A. nonemployee Business Travel
 - B. business food/meal purchases
 - C. employee moving and relocation expenses
 - D. student academic travel
 - E. student trips funded by student organizations
 - F. Authorized Affiliate Employees as travelers anticipating expense payment by UMB

General Guidelines

- I. Expenditures for Business Travel must be reasonable, necessary, and incurred to fulfill a bona fide business purpose of UMB. The reasonableness of an expense depends upon many relevant factors, including the business purpose of the Business Travel, the destination, and the duration of the Business Travel.
- II. Business Travel that is funded by a sponsor must comply with the terms of the grant or contract between the sponsor and UMB. It is the Operational Unit's (school, division, department, etc.) responsibility to verify that sponsors permit use of funds for Business Travel expenses being charged to accounts supported by sponsor funds. Payments cannot exceed the limits set forth in this Procedure regardless of sponsor policies concerning travel expenses.
- III. Approval of Business Travel
 - A. All Business Travel must be properly authorized prior to commencement of the travel.
 - B. Operational Units may limit the amount of Business Travel funding for specific trips, or in general, at the discretion of the Operational Unit head or designee.
 - C. The following types of Business Travel require approval using the Travel Authorization Request (TAR). The TAR should be fully approved at least one business day prior to the start of the trip. TARs that include airfare should be fully approved at least 14 days prior



to the departure date for Domestic Travel, and at least 21 days prior to the departure date for International Travel.

1. All Business Travel



3. Approvers may not approve Business Travel requests or payments for family members or other individuals who appear to be closely related or have a non-UMB business or close personal connection to the approver.
- I. Approvers are authorized to approve only expenses allowable under UMB Policy VIII-11.00(A) and this Procedure.
 - J. When obtaining approval for any Business Travel charged to UMB Funds, the traveler must:
 1. Include all of the following information:
 - a. Detailed documentation explaining the UMB business purpose for the Business Travel. For example, the invitation, agenda, and/or itinerary for the trip must be submitted if available. This documentation should explain how the traveler's role (e.g. attendee, presenter) relates to the individual's job or UMB's mission.
 - b. List of the total estimated expenses for the trip.
 - c. Funding source (e.g. SOAPF or project ID).
 2. Obtain approvals as described in Section III.H above.
 3. Complete all procedures for International Travel approval prior to submitting a TAR. International Travel procedures include identification of high-risk destinations, completion of risk attestation forms, and approval for high-risk destinations prior to booking travel. More information can be found on the [Global Hub](#) website.
 - K. When obtaining approval for Business Travel not charged to UMB Funds, the total amount of the trip must not exceed \$1,500 per traveler per year.



IX. Payment Methods

A. Travel Management Company (“TMC”)

1. Information on the UMB TMC (aka contracted travel agency) is available on the [OOTC website](#).
2. Air and rail fares booked through the TMC via Concur may be billed directly to UMB or paid by the traveler.
3. Other expenses booked through the TMC, such as hotel and car rental, or travel arrangements for persons accompanying a UMB traveler who are not themselves UMB travelers, must be paid by the traveler.

B. Personal Funds

1. Authorized expenses paid with personal funds may be reimbursed up to the approved amount allowed by UMB policy.
2. Reimbursements for meals and private auto Mileage are paid using established rates. Refer to



C



- d. Booking and payment must be made through the lodging website.
 - e. Use of the property is solely for work-related purposes.
7. Due to safety concerns, travelers should avoid nonconventional lodging located on the ground floor or above the seventh floor in apartment-style buildings when possible.
 8. It is highly recommended that nonconventional lodging arrangements in high-risk countries are reviewed by International Operations to assess risk prior to booking.
 9. Lodging expenses will not be paid if the Lodging is for personal preference or convenience. Lodging expenses will be treated as reasonable and necessary business expenses if:
 - a. The Lodging is necessary for the individual to participate fully in or be available for a bona fide business meeting, conference, training activity, networking reception, or other business function, or the individual is required to remain at the activity or function overnight; and
 - b. The Lodging is not lavish or extravagant under the circumstances and does not provide any significant element of personal pleasure, recreation, or benefit.
 10. In special circumstances (e.g. severe weather, health or safety concerns) Lodging may be requested for business trips less than 50 miles from the traveler's starting point.
 11. Lodging expenses are paid at the standard room rate charged by the facility and the related taxes. [Federal per diem rates](#) may be used as guidelines to assist in determining reasonableness. Rates that exceed the federal per diem rates may require documented justification.
 12. Groups may elect to share a suite or other arrangements that result in a lower cost to UMB.
 13. Payment Methods for Lodging Expenses
 - a. Personal Funds



Travelers using [personal funds](#) make their own Lodging arrangements and should take advantage of USM, state government, UMB and meeting/conference discount rates whenever possible.

b. Corporate Purchasing Card (P-Card)

- i. Departments may authorize the use of the P-Card to pay for Lodging expenses. Only allowable room charges may be paid with the P-Card. The P-Card cannot be used to pay for additional charges on the Lodging bill (e.g. room service, meals, beverages, laundry, Internet).
- ii. A fully approved Travel Authorization Request (TAR) form is required **prior to using the P-Card** and must be filed with the P-Card holder's P-Card records.
- iii. Lodging expenses paid by the P-Card must comply with Travel and Procurement Policies and Procedures.
- iv. Departments should use caution when utilizing the P-Card to safeguard against unauthorized use and charges.
- v. P-Card charges that are not in accordance with this Procedure and related Policies must be reimbursed to UMB from external funds (e.g. personal funds, Foundation).
- vi. It is recommended that departments implement additional P-Card procedures that include internal controls and consequences for non-compliance (e.g. revocation) as needed.
- vii. The P-Card should not be used for any travel-related expenses other than Lodging or car rental as described in this Procedure.

B. Transportation

1. Air transportation

- a. Airfare must be booked through Concur (i.e. using the UMB TMC) and should be the least expensive logical fare via the most direct route. Refer to [UMB Policy VIII-11.00\(A\) on Business Travel for UMB Employees and Nonemployees](#) for the two allowable conditions where airfare may be booked outside of Concur. Airfare may be billed directly to UMB or paid with personal funds.
- b. Arrangements that exceed reasonable fares require written justification to support the additional costs. Payment requests for unreasonable or excessive costs may be denied.



- c. All federally funded air travel must be in accordance with the [Fly America Act](#), which requires the traveler to use an American flag carrier airline unless an [Open Skies Air Transportation Agreement](#) applies. Additional information is available through [Sponsored Programs Administration \(SPA\)](#).
- d. Air travel exceeding coach/economy class may be paid under one of the following conditions:
 - i.
 - i. We ~~are not permitted to pay for air travel exceeding coach/economy class for any purpose.~~



- b. Arrangements that exceed reasonable fares require written justification to support the additional costs. Payment requests for unreasonable or excessive costs may be denied.
- c. When using personal funds travelers should carefully evaluate the purchase details and compare fares with TMC fares to determine the best pricing. Travelers should be aware that many online purchases are non-refundable, may not be changed without penalties, or may include additional fees. Similarly, the TMC may charge additional fees for services to change travel plans and may pass through fees charged by rail ticket issuers. When travel plans are uncertain or likely to change, the comparative costs of potential ticketing changes should be



4. Use of personal vehicle

- a. Any person driving a personal vehicle on approved travel must have a valid driver's license.
- b. Employees who use a personal car for business purposes must have sufficient insurance coverage as required by the state in which the Employee resides for the Employee's protection and protection of any passengers and cargo. The Employee may be responsible for vehicle damage, liability, or other expenses incurred. Employees who use their personal car regularly for business may be required to submit evidence of insurance. See [Section XII Traveler's Insurance Coverage](#) for additional information on car insurance.
- c. The use of a personal vehicle will be reimbursed at the Mileage rate in effect at the time of travel. Current rates are published on the [OOTC Travel](#) website.
- d. Mileage will not be reimbursed for trips less than one mile each way.
- e.



- c. Car rentals and car sharing will be reimbursed for the least expensive car which will accommodate the trip requirements. The traveler should take advantage of USM, state, and UMB vendor discount rates listed on the [OOTC Travel](#) website.
 - d. Reimbursements are made for the vehicle and gas expenses as evidenced by receipts. Mileage reimbursement is not available.
 - e. See [Section XII Traveler's Insurance Coverage](#) for information on insurance requirements.
 - f. Operational units have the authority to deny vehicle rental for Business Travel.
6. The settlement of any fines or penalties imposed for traffic, parking, or other violations is the responsibility of the individual and cannot be claimed for reimbursement.

C. Parking

1. Travelers must utilize low-cost, daily or long-term parking facilities when available.
 - a. Airport and Train Stations
 - i. Receipts are required.
 - ii. Receipts for hourly parking facilities and valet parking will be reimbursed at the lower, daily rate. The State will reject submissions that include the hourly rate. If the traveler uses hourly parking, the daily rate must be entered on the TER and the receipt should be adjusted to reflect the daily rate.
 - b. Parking Meters and Pay-as-You-Park Stations
 - i. Expenses incurred for parking meters and pay-as-you-park stations located at the travel destination may be reimbursable. Expenses should reasonably correlate to the time and length of the meeting, presentation, etc.
 - ii. Receipts are required for pay-as-you-park stations.
 - iii. Employees will not be reimbursed for utilizing parking meters or pay-as-you-park stations located at their [primary worksite](#).
2. Employees will not be reimbursed for charges incurred for using University parking facilities located at their [primary worksite](#).



D. Meals

1. [Day Business Travel](#)

- a. Operational Units may elect to disallow payments for Day Business Travel meals. It is recommended that the traveler consult with the Operational Unit's Travel Approver **prior to the trip** to determine whether a meal may be reimbursed.
- b. **Per IRS regulations payments for meals expenses incurred during Day Business Travel are taxable income to the recipient. Payments will be reported on the employee's W-2.**
- c.



Miscellaneous Travel Expenses	Receipt required?
<p>Notes:</p> <p>¹ Hotel or conference-facility courtesy transportation should be used when available. If a taxi is used, include the purpose of the taxi on the receipt.</p> <p>² Low-cost, long-term parking lots should be utilized when available. See Section XI.C. – Parking.</p> <p>³ EZ Pass statements may be submitted in lieu of a receipt</p> <p>⁴ Obtained for purpose of Business Travel <u>subsequent</u> to Travel Authorization Request approval</p> <p>⁵ International travel only</p> <p>⁶ Subject to Operational Unit discretion when there is a business purpose which clearly indicates a need for such a device, such as travel to multiple locations in an unfamiliar location. Generally, GPS units should be not reimbursed for conference travel, where adequate directions to reach hotels are provided and shuttle services are available for use.</p> <p>⁷Charges to Object codes not available in Concur must be submitted via NONPO invoice.</p>	

F. Unallowable Expenses

The following expenses are not reimbursable and may not be charged to UMB Funds:

1. Travel expenses for relatives, friends, companions, or pets.
2. Childcare, pet boarding, or house-sitting expenses.
3. Travel expenses incurred for personal convenience or preference, or otherwise not



8. Hourly parking at airport



- ii. Employees should check their personal auto insurance policy to ensure adequate coverage.
 - iii. Employees renting vehicles in the State of Maryland or in other states for operation outside Maryland are not covered under the Maryland Tort Claims Act for liability claims relating to vehicle operation out of state, and the rental vehicles may not be covered for damage caused by other drivers. Therefore, a UMB Employee renting a vehicle for travel outside Maryland must rely on personal auto insurance or separately purchased vehicle insurance. UMB will not reimburse for insurance purchased for out of state vehicle rentals.
 - iv. UMB will not reimburse Employees for the cost of insurance for personal vehicles; this applies to liability coverage and all other coverages. However, Employees may be reimbursed for vehicle rental CDW for foreign rentals (outside the 50 states).
 - v. Employees who do not own a car and do not have automobile insurance should visit the [ERM Transportation](#) webpage for more information.
- c. The UMB Operational Unit funding the Business Travel will be responsible for the first \$1,000 of property damage to a UMB car or a rental car not covered by commercial insurance or the State's insurance program.
 - d. Visit the [ERM Transportation](#) webpage for detailed information.

B. Provided by UMB

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- a. ensuring that they have adequate insurance coverage for the country.
- b. ensuring that they have a country driver's license or an international driving permit.
- c. Ensuring that they are fully versed in traffic laws, violation penalties, litigation processes, and local cultural norms concerning motor vehicle operation by non-residents of the country in which they are traveling.
- d. obtaining adequate personal liability insurance and other insurance in the host country to cover risks of liabilities to passengers, pedestrians, and owners, operators and passengers of other vehicles, as well as costs of litigation and c.

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- B. Expenses for any portion of a trip that is not for UMB business purposes must be clearly identified and excluded from the payment request.
- C. While on a personal trip, such as a vacation on a cruise or at a resort, the traveler may seek payment for allowable expenses that were incurred to conduct UMB-related business. However, scheduling incidental business activities, such as attending a presentation dealing with general subjects, does not justify claiming personal trip expenses as business expenses.
- D. If a traveler interrupts Business Travel or deviates from the direct route of a business trip for personal reasons, trip expenses must be clearly identified as business or personal. Only UMB business-related expenses may be paid with UMB funds. Travelers are responsible for unpaid expenses.
- E. If the traveler extends the duration of the trip (earlier departure and/or later return) for personal reasons, the traveler is responsible for any increased costs. The traveler must clearly document the cost of the Business Travel alone along with the actual cost including personal travel to determine the appropriate amount to be paid by UMB funds. This information must be provided on the TAR. If the travel includes airfare, the personal expenses must be paid at the time of booking through Concur. Fh Fh (r a)5 Tw [Fh Fh (rM)-4 (T



A. Travelers attending a conference or seminar must submit a copy of the agenda, or invitation, with the [TAR](#) and the [TER](#).

B. Adequate documentation for travel expense payments must include:

1. Reference to the approved TAR for trips that require a TAR. (This information should already have been processed in the travel system before the trip).

2. An approved TER.

3. Itemized receipts, except for meals, Mileage, a1 (c)4 (e)-IID 12 13m (rs)2 (rs)p (t)-4 (e)-1 (c)i (f)-i4 (e) th(t)-4 (rav)3 (e)-1 (l)13 (e)-r may (m)14 (h)-4 9tseftelfoipt inalreu (t)-ir4 (e)1 (d)-412 13i(c)4 ((f)-4 (travees3 ()Jf0.005 Tc -0.001 T*dwh4 (o)1 pa(tr)4 ha æeyesen6en6een6eræo e.1 (31 (r)4 (e)i (a)3 (m)1 tof.1 (0 (R)ts(v)4(p)64 (d)ps)4e (6)-1 (h)-4 -1tteorav0eoooh dcg (o)23 (0)14.x hahtso(t)1a(alre)- 4 9t



- B. Airfare must be booked through Concur and can be charged directly to UMB or paid with personal funds. Reimbursement requests for airfare paid with personal funds are submitted after the trip.
- C. The TAR should indicate the payment method(s) used (i.e. TMC, P-Card, personal funds) for the trip. Do not submit separate TARs for each type of payment method used for the trip.
- D. In order to obtain the best price possible, travelers should make reservations in advance (at least 14 days for Domestic Travel and 21 days for International Travel).
- E. If reservations are not made timely, causing a significant increase in cost, an Operational Unit approver may limit the amount of payment.
- F. Travelers are responsible for adhering to the approved travel arrangements (i.e. itinerary, flight schedules, check-in and check-out times, etc.).
- G. Travelers should carefully read the terms and conditions when making travel arrangements and be mindful of additional costs or fees.
- H. Changes in arrangements (i.e. Lodging, transportation, etc.) that result in additional expenses may be paid with adequate justification. Generally, if the change is for personal preference, or as a result of the traveler's error, the additional fees will not be paid.
- I. Travelers to international destinations must follow the International Travel procedures specified at [International Travel](#) prior to submitting a TAR.
- J. Booking Through the TMC
 - 1. Air transportation must be purchased through the Concur System. Instructions for booking airfare are available in the [Concur tutorial portal](#). International trips where both the departure and destination points are outside of the U.S. or U.S. territories, and do not include any stops in the U.S. or U.S. territories, may be booked outside of Concur. Consult the [Global Hub](#) for recommendations.
 - 2. Evaluate the available fares in Concur to determine an appropriate estimate. Submit a



the TMC. If personal funds are used, the reimbursement request can only be submitted after the traveler returns from the trip.

4. When searching for flights, travelers should consider cost-saving alternatives, such as early morning travel, non-refundable fares, USM preferred providers, or other incentives.
5. The traveler may choose to use the “Agent Assist” option in Concur to speak with a travel agent. There is an additional fee to speak with the agent.
6. If booking is completed directly with a travel agent, request the following information from the travel agent:
 - a. Verify the airfare.
 - i. Is the airfare non-refundable?
 - ii.



- b. A toll-free telephone line during normal business hours. A telephone counselor is available for emergency travel assistance 24-hours, seven days a week.
 - c. Arrangements for hotel reservations and car rental services. However, these services must be paid by the traveler.
 - d. Visa and passport processing.
- K. Purchases made with personal funds
- 1. Personal funds can be used to pay any travel-related expenses.
 - 2. Complete a TAR and obtain all required approvals.
 - 3. Shop online or by phone to find the least expensive offer(s) for hotel and car rental.
 - 4. Inquire about possible USM, state, and UMB vendor discount rates, as well as



is required to be filed with the P-Card records. None of the other options, services, or amenities should be selected. Any other charges must be paid with personal funds.

5. The cardholder must retain the hotel, car receipts, and the TAR with the P-Card records.
6. The traveler or travel administrator must include a note on the TER indicating that the room and car rental



- a. Each Operational Unit must have one Primary Travel Administrator.
 - b. Reviews all TARs and TERs to ensure compliance with [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
 - c. Assigns Travel Administrator Delegates.
5. Travel Administrator Delegate
- a. Acts on behalf of the Primary Travel Administrator.
 - b. Reviews all TARs and TERs to ensure compliance with [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
6. Travel Supervisor
- a. Determines appropriateness of travel to the Employee's job or business purpose.
 - b. Approves Employee's request to travel and expense reimbursements.
 - c. Assigns Travel Supervisor Delegates.
 - d. An access request form is not required for this role. The Travel Supervisor is set up in

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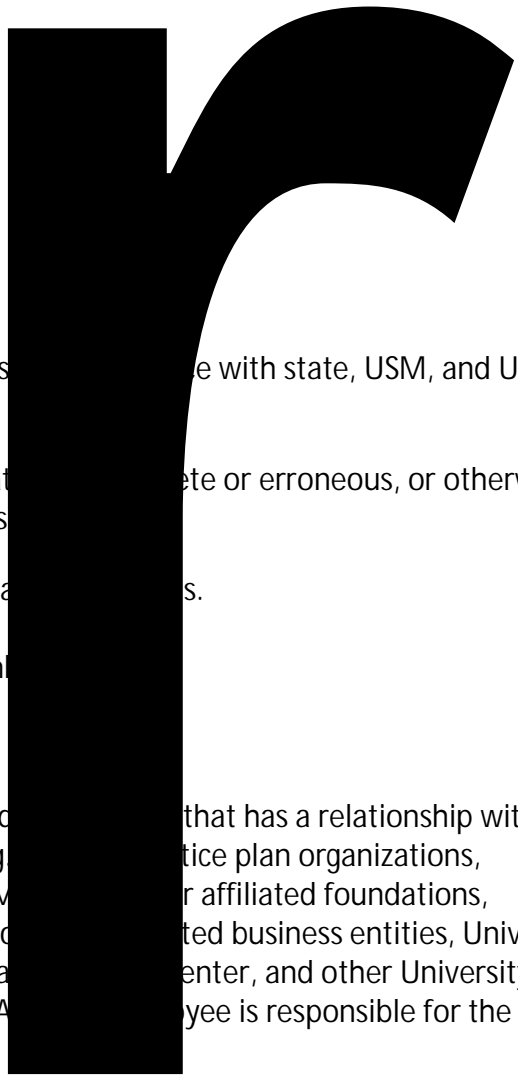
4. Cost Center Approvers for all operational units that own the funding sources listed on the TER are required to approve the TER.
5. A TER is not considered approved until all approvers have approved it.

III. Using Concur

- A. Detailed instructions for completing the TAR and the TER are available in the [tutorial library](#).
- B. Additional guidelines and information for completing the TAR and the TER:
 1. In cases where the traveler is using external funds to pay for a portion of the trip, the traveler must indicate on the TER that the traveler is not requesting a full reimbursement and the balance is paid with external funds (e.g. personal funds).
 2. The system sends the TER to the Cost Center Approver(s) with fiscal authority for the funding source(s) stated on the eForm. A traveler may not approve their own TER as a Travel Administrator or as a Travel Supervisor.
 3. After the Travel Approver(s) have approved the TER, the system routes forms that require OOTC approval for final approval. If the TER cannot be approved as submitted, the TER will be sent back to the initiator for correction and resubmission.
 4. TER forms that total less than \$75.00 or more for reimbursement; and TER forms that total \$75.00 or more, but only include meal per diems or mileage, are auto-approved for payment in Concur.
 5. Reimbursements are included in the next paycheck after approval by OOTC. Employees who are not scheduled to receive a paycheck will be reimbursed through OOTC-AP via a NONPO invoice. Checks are mailed to the Employee 2-3 weeks after the TER is processed by OOTC-AP.

RESPONSIBILITIES

- I. Employees
 - A. Obtain permission to be on Travel Status prior to commencement of the Business Travel.
 - B. Minimize Business Travel costs.



III. Office of the Controller

- A. Timely review/audit Business Travel forms in accordance with state, USM, and UMB policies and procedures.
- B. Recycle to the Operational Unit forms that are incomplete or erroneous, or otherwise do not comply with policies or procedures.
- C. Ensure all necessary documentation is attached to forms.
- D. Timely approve and process TERs for reimbursement.

DEFINITIONS and TERMS

Authorized Affiliate Employee - Person employed by an institution that has a relationship with UMB authorized by the Board of Regents or by law, e.g. pension and profit sharing plan organizations, University of Maryland Baltimore Foundation (UMB Foundation) or affiliated foundations, recognized incorporated alumni associations, recognized student business entities, University of Maryland Medical System/University of Maryland Center, and other University System of Maryland institutions. An Authorized Affiliate Employee is responsible for the administration and reporting of UMB resources.

Business Travel - A trip undertaken for UMB business purposes or UMB Employee work-related business. Business Travel includes travel of faculty and other UMB Employees who participate in academic travel as part of their job functions. Business Travel excludes an Employee's

regular commute between home and work.
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Exceptions

When possible, exception requests should be submitted prior to committing personal or UMB Funds.

Exceptions to these procedures must be approved in writing by the University Controller (UC) in the Office of the Controller. All requests must be submitted to the UC using the Policy or Procedure Exception Request Form available on the [Office of the Controller website](#). The request must be signed/e-mailed by the Department Head or designee.

Exceptions to the related policy, UMB VIII-11.00(A) Business Travel for UMB Employees and Nonemployees, must be approved in writing by the CBFO. Exceptions requests may be submitted to the UC using the Policy or Procedure Exception Request Form. Policy exception requests must be signed by the appropriate Dean/Vice President or Associate Dean/AVP.

Approved Policy or Procedure Exception Request Forms must be uploaded with the TAR and the TER.

Related Training and Guidance

I. Related Policies and Procedures

- A. [USM Policy on University System Travel](#)
- B. [UMB Policy VIII – 11.00\(A\) Business Travel for UMB Employees and Nonemployees](#)
- C. [Office of the Controller Standard Operating Procedure – Business Travel for Nonemployees](#)
- D. [UMB Policy on Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees](#)
- E. [Strategic Sourcing and Acquisition Services – Corporate Purchasing Card](#)
- F. [UMB Policy VIII – 99.00\(A\) Food and Business Meals Expense](#)
- G. [Office of the Controller Standard Operating Procedure – Food and Business Meals Expense](#)
- H. [UMB Policy VIII – 16.00\(A\) Payment of Employee Moving and Relocation Expenses](#)
- I. [Office of the Controller Procedure – Payment of Employee Moving and Relocation Expenses](#)

II. Resources

- A. [Office of the Controller Travel Website](#)
- B. [Global Hub Website](#)
- C. [Business Applications Concur Travel](#)



- D. [U.S. General Services Administration \(GSA\)](#)
- E. [Domestic Meal Rates](#)
- F. [Fly America Act](#)
- G.