DOMESTIC TRAVEL- TRAVEL APPROVALS AND EXPENSE REIMBURSEMENT

Background: A travel approval request-TAR is required when a traveler is a) traveling in-state and spending the night or b) traveling out of state. The TAR serves as prior department approval for all University travel, regardless of who covers the costs.

Objective: To successfully process domestic travel beginning with prior approval, and ending with employee reimbursement.

**Person responsible:** Accountant, Administrative Coordinator, Assistant Director.

Systems Used: ARES Electronic Forms (ELF), IT Works

Prior to travel
1. Traveler completes Travel Estimate Form at www.umces.edu/imet/myimet and gets approval from PI. This should include all backup materials such as link to conference information, preferred flights, hotel etc.
2. The Accountant and Administrative Coordinator work together to confirm that traveler's estimates are realistic. If they are not, revise and ask PI for review. The Accountant confirms that the funds are available.
3. Once PI approvals and estimates are in place, the Accountant completes the Travel Approval Request-TAR in the Electronic Forms (ELF)

Setting up your ELF Documents:
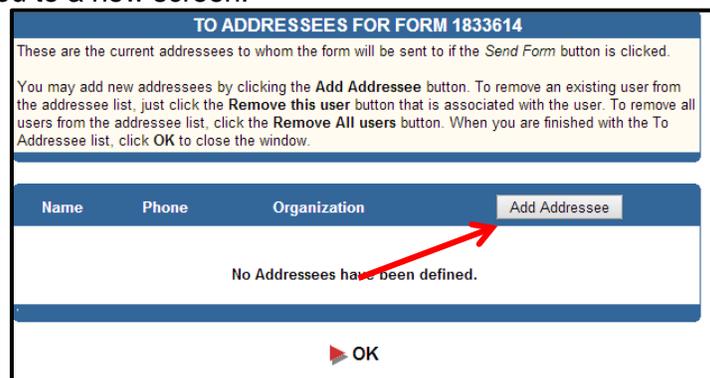1. Set who will receive this document:
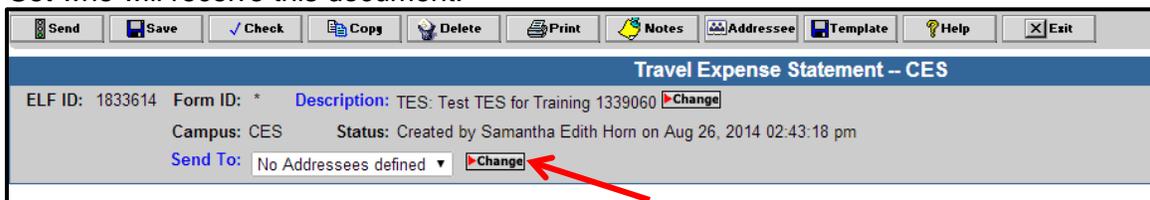
2. Click "Change" in the top portion of the form.
3. This will bring you to a new screen:

4. Select Add Addressee. Again, this will bring you to a new screen:

5. Using the "Locate all users within the UM Human Resources System, search for the people who need to receive the form: Claudia Chacon and Charese Parran.
6. After clicking search, select the user:

7. Click OK. This will bring you back to your document.

Complete Travel Approval Request-TAR in ELF:
1. Log on to www.ares.umd.edu → Electronic Forms → Access My Forms →New Form → Center for Environmental Science Forms.
2. Select "Travel Approval Request—CES"
    i.   Rename document by clicking "Change". Then Change to "TAR: [Traveler last name] [conference/event name] [location] [Account number]". Example: TAR: Smith Sponge Conference Cambridge, MD 1339060.

    ii. Traveler Tab- Answer the first questions, and enter "Institute of Marine and Environmental Technology" as the department.

iii.   Enter traveler information by clicking the + button in the Traveler Information box.

Traveler Information						⊘
Last Name	First and Middle Names	Origin	Destination	Depart Date	Return Date	Reimb

+ ✎ ▢ 🗑 ⟳   No Travelers

iv.   Enter all information including Social Security Number (SSN), Origin and Destination. Origin and Destination automatically load Airport and Amtrak train station codes based on City and State. If the traveler is driving, the code is ***, and if the traveler is taking subway, bus or commuter rail (MARC) the code is ###.

Add Traveler   ✕

Will Traveler Be Reimbursed?	☑
Social Security Number	1234567891
Last Name	Doe
First and Middle Names	John
Origin	(BWI) Baltimore, MD - Baltimore-Washington International Thurgood Marshall Airport
Destination	(SFO) San Francisco, CA - San Francisco International Airport
Depart Date	01/01/2015 🗓
Return Date	01/05/2015 🗓

💾 Save   ✕ Cancel

NOTE: You must select "Will the Traveler be Reimbursed?" box and enter the SSN in order for the Travel Expenses Statement to correctly load the reimbursement information.

v.   Contact Name and information is the individual completing the form (Accountant) Select a travel agency if one is being used. Otherwise, select "none"

Contact Name	**Contact Email**	**Contact Phone**

Travel Agency   Select One ▼
REMINDER! Provide payment information to travel agency at the time of approval to hold the fare.

vi.   Travel Tab- This section answers the "who/what/where/when/why" for the travel itself. Use this general formula, adding more data as needed: [Traveler's name] will travel to [city,state or city, country] for [full conference name or general description]. They will present data on the _____ project/meet with collaborators on the ___ project. _____ will be on Samantha Horn's travel card. Traveler requests reimbursement for _____. Confirm that the travel arrangements are in compliance by selecting from the dropdown box. The second confirmation applies only to foreign travel- leave it blank for domestic travel.

Trip Number 088770

Trip Purpose

John Doe| will travel to San Francisco, California for the National
Shellfisheries Conference. They will present data on the blue crab project.
Registration and hotel will be on Samantha Horn's travel card. Traveler
requests reimbursement for per diem.

Confirm that travel arrangements are in full compliance with **University of Maryland Travel Policy** and individual [Confirmed ▼]
Sponsored Agreement requirements.

For Federally Sponsored Travel [All KFS Account Numbers beginning with 5 or between 4-300000 and 4-339990], [▼]
confirm that itinerary is in compliance with the **"Fly America"** U.S. flag carrier requirement.

vii.   Meal Details Tab- edit by selecting a line, then clicking the pencil icon, then click "Confirm Meal Details" so that the data carries into the Costs tab. To clear the grid, select "Zero Out Grid".

Traveler | Travel | Meal Details | Costs | Comments | Folders

Trip Number 088770

Meal Details

Date	Start Time	End Time	Breakfast	Lunch	Dinner	State Dept	Total
01/01/2015			$9.00	$11.00	$25.00	$0.00	$45
01/02/2015			$9.00	$11.00	$25.00	$0.00	$45
01/03/2015			$9.00	$11.00	$25.00	$0.00	$45
01/04/2015			$9.00	$11.00	$25.00	$0.00	$45
01/05/2015			$9.00	$11.00	$25.00	$0.00	$45
TOTAL:			$45.00	$55.00	$125.00	$0.00	$225

5 Date(s)

Confirm Meal Details ☑   [Zero Out Grid]

Meal Comments

viii.   Costs Tab- enter the 7 digit KFS account being used. If more than one account is being used, enter the Grant account. This is because they have more restrictions so it's best to list the more strict account. Check the box for "Multiple KFS Accounts?". Enter the estimated amounts in all fields.

Traveler	Travel	Meal Details	Costs	Comments	Folders

Trip Number 088770

KFS Account Number	1339060	Object Code	3321 (Out of State) ▼	Chart	07

Multiple KFS Accounts? ☐

Air (01)	650.00	
Rail (11)		
Lodging/Housing (02)		
Travel Meals/Hosting (03)	225.00	See Meals Tab...
Phone/Fax/Communication (04)		
Ground Transportation (05)		
Car Rental (06)		
MTS Vehicle Rental (30)		
Personal Car Mileage Costs (07)		
Parking (51)		
Conference Fee (08)	450.00	
Travel Insurance (41)		
Group Events/Catering (70)		
Other Travel Expenses (50)		
Total	1,325.00	

    ix.   Comments Tab- add any comments for the reviewer or the travel agency.

    x.   Send to: department approver, and anyone that needs to be copied.

    xi.   Save, select the check box to check for errors and send.

3. Once ELF TAR is complete, print and submit the TAR and Travel Estimate form to Assistant Director for approval. These documents will later serve as backups for the Travel Expense Statement-TES.

NOTE: All travel for the Director and Assistant Director must be approved by the Comptroller's Office. If TAR is for either one of these, scan and email all documents to Travel Coordinator at UMCES Center Administration.

Encumber the Travel

1. Once approved, Encumber in IT Works as Reference: ELF Form ID (referred to as Trip number) ref2: Domestic. In the Check# field of transaction, list TAR.

2. Description: description of the travel as [Last Name] to [Destination] for [Travel Description]

    i.   Ex.: John Doe to San Francisco, CA for Shellfisheries Conference

3. Add Total TAR and total amount of TAR in the notes field

4. As arrangements get made, encumber in the same IT Works transaction, and reduce the original Encumbrance. Note what the encumbrance is (airfare, hotel, etc.) in the Check # field.

Travel Card Expenses

- Place as many expenses on the department travel card as possible. The most common travel card expenses are conference registration, airfare and hotel expenses.
- Encumber in the same transaction in ITW, and then deduct that amount from the TAR transaction line.
- Follow instructions on Travel Card reallocation and travel backups SOP.

Travel Expenses Statement

1. Traveler meets with UMCES- IMET Accountant with all their reimbursable expenses after they return from their trip. The two meet to confirm that all backup documentation is in place.
2. Accountant Completes Travel Expenses Statement in Electronic forms
    i. Log on to www.ares.umd.edu → Electronic Forms → Access My Forms →New Form
    ii. Select "Travel Expenses Statement—CES"
    iii. Rename Document to "TES: [Traveler last name] [conference/event name] [location] [Account number]". Example: TES: Smith Sponge Conference Cambridge, MD 1339060

iv. Enter Trip number (aka ELF Form ID), traveler's Social Security Number and Click "Look up Trip Data". This will load the trip purpose and Itinerary from the original TAR.

v. If the Traveler is NOT on UMCES payroll, check the box that asks to show the SSN on printout, answer NO to the question "Will this traveler be on University of Maryland Payroll at the time of this reimbursement?" then enter their full mailing address.

vi. On Itinerary Tab, confirm the dates and times are correct. This will automatically load from the approved TAR.

vii. Expenses Tab: 7 digit KFS account number, Object Code and Chart should auto populate based on TAR. If it's wrong, correct it and save.

| Traveler | Itinerary | Expenses | Attestation & Comments | Errors |

Trip Number 088140

KFS Account Number [1339060]   **Object Code** [3321 (Out of State) ▼]   **Chart** [07]

viii.   Privately owned Vehicle Mileage Detail:
    i.   Click the + button to add a line.

Privately Owned Vehicle (POV) Mileage Detail

Date	From	To	POV Miles	POV Rate
08/25/2014	IMET 701 E Pratt St Baltimore, MD 21202	BWI Airport Baltimore, MD 21240	10	Full Rate - FY14/FY15 - Eff. 1/1/14 (0.560)

+ ✎ 🗑 ↻   1 POV Item(s)

Half Rate Miles [0]   **Full Rate Miles** [10]

    ii.   Enter the travel date.
    iii.   From: Enter the full address of the departure location. At a minimum, enter the name of the location, city and state.
    iv.   To: Enter the full address of the arrival location. At a minimum, enter the name of the location, city and state.
    v.   POV miles: enter the total miles of the trip, less the commute miles for that leg if applicable. If the employee/visitor reported to IMET before and/or after their trip and commute miles don't need to be subtracted, a note explaining needs to be added.
    vi.   POV rate: Always full rate for IMET employees because there is not a state car at our location. Select the correct FY/Effective date based on the travel dates.
    vii.   Click save.

viii. Enter a new line for each leg of the trip. If there are multiple stops on one trip, there must be a line item for each leg. The amount will be automatically calculated and populate in the expenses section below.

ix. Expenses:

i. Click the + button to add a new line

ii. Enter the transaction date

iii. Description: add description of the expense, such as per diem, airport parking, taxi, hotel, etc.

iv. Select the applicable cost code from the drop down

v. Confirm that the KFS Account number and Object code are correct

vi. Enter dollar amount

vii. Click save.

      viii.   Enter a new transaction line for every reimbursement.
       ix.   To sort expenses, select the header. It's best to sort by date, and then organize backup documentation by date.
        x.   To go back and edit a line, select the line and click the pencil button. To erase a line, select it and click a trash can.

    x.   Attestation and Comments tab: This is where the traveler attests to their own travel, or the reviewer attests that they reviewed it. If you are completing the TES on behalf of an employee, do **not** attest. If this is your own TES, check the "traveler attestation" box. This will add the user's attestation and a date/time stamp.

    xi.   Send the document: the document needs to be sent to the traveler for their attestation, then to the approver. These are the same steps as setting up the document to send. Note that only users that are set up for TAR and TES access are able to use this function.
         i.   To set recipients: Click "Change" in the header section
        ii.   Click "Add Addressee" to search for a new addressee
       iii.   Search by first and last name, then select
       iv.   Click ok.

> v. To remove a user, simply click "Remove this User" from the form.
3. Traveler attests to the travel, and then sends to Accountant and Assistant Director.
4. Once the document it attested by the traveler, print the TES, add all backup documentation and original TAR.
5. Submit TES and backup documentation to Assistant Director.
6. **If this TES is for travel taken by the Director or Assistant Director**, scan and send the TES, backup documents and TAR to the UMCES Comptroller's office via email. TES should be electronically sent to them via ELF.
7. Reviewer will review, approve in ELF, and sign the physical form.
8. Scan and save to backup drive for reconciliation.
9. **If the traveler is not on UMCES payroll,** maintain a copy for the files, then Fedex the original documents to Accounts Payable at University of MD College Park.
   > 3101 Chesapeake Building
   > College Park, MD 20742
10. Add tracking information to Mailings Tracker Google Doc.
11. File by Last name and trip number in the accountant's office.

Acceptable backup documentation:
- Personal Vehicle Mileage- Map printout with mileage totals
- Per diem- if a conference or a formal meeting, agenda as backup that the meal was not provided
- Parking- itemized receipt
- Taxi- itemized receipt. If it was not possible, cite the UMCES Travel Policy on taxi cabs under $75
- Internet use- itemized receipts
- Tolls- receipt or EZ Pass statement

Please see UMCES travel policy at www.umces.edu/about/travel for more information