

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.

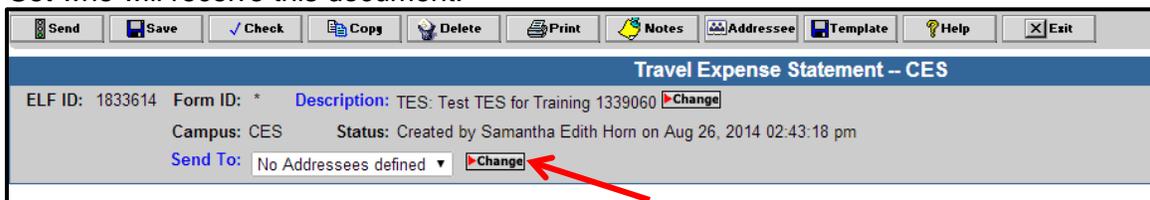
Systems Used: ARES Electronic Forms (ELF), IT Works

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:



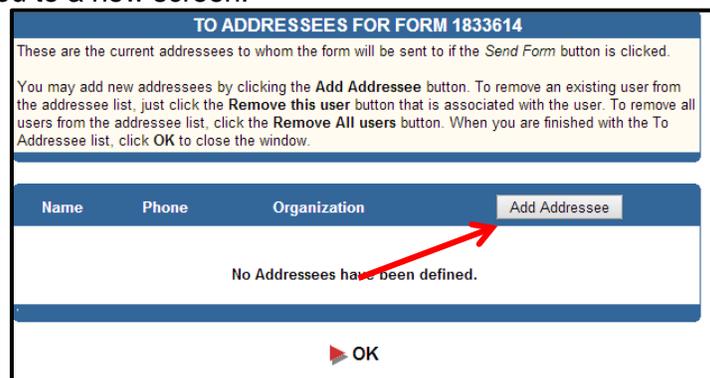
Travel Expense Statement - CES

ELF ID: 1833614 Form ID: * Description: TES: Test TES for Training 1339060 [Change](#)

Campus: CES Status: Created by Samantha Edith Horn on Aug 26, 2014 02:43:18 pm

Send To: No Addressees defined [Change](#)

2. Click "Change" in the top portion of the form.
3. This will bring you to a new screen:



TO ADDRESSEES FOR FORM 1833614

These are the current addressees to whom the form will be sent to if the *Send Form* button is clicked.

You may add new addressees by clicking the **Add Addressee** button. To remove an existing user from the addressee list, just click the **Remove this user** button that is associated with the user. To remove all users from the addressee list, click the **Remove All users** button. When you are finished with the To Addressee list, click OK to close the window.

Name	Phone	Organization	Add Addressee
No Addressees have been defined.			

OK

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

SEARCH PARAMETERS

Retrieve user with

Locate all users within the where last name is like and first name is like

Show authorized users only:

Get all groups with names like

Show Signature Card Addressees for

Limit search results to

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:

TO ADDRESSEES

Your search search found 1 entry that matched your search criteria.

Just click the appropriate **Add this User** button to add the selected user to your *To Addressee* list. If an entry does not have an “Add this User” button, this indicates that the user is not allowed to access the type of form that you are sending.

Name	Phone	Organization	Campus	
1. Claudia Monica Chacon	410-234-8898	Inst Marine/Environ Tech	Center for Environmental Science	<input type="button" value="Add this 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.

Travel Approval Request -- CES

ELF ID: 1850610 Form ID: 088770 Description: TAR: Smith Sponge Conference Cambridge, MD 133906

Campus: CES Status: Created by Samantha Edith Horn on Oct 29, 2014 12:38:27 pm

Send To:

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

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

Travel Approval Request
University of Maryland Center for Environmental Science
Trip Number 088770

Will this form be saved as a Template?

Is this a Group TAR? Yes No

Is this a Trip Adjustment? Yes No

Department

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

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 ###.

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.

Traveler | Travel | Meal Details | Costs | Comments | Folders Page 1 of 1

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 Sponsored Agreement requirements. Confirmed ▾

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. ▾

Traveler | Travel | Meal Details | Costs | Comments | Folders Page 1 of 1

- 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	\$45.00
01/02/2015			\$9.00	\$11.00	\$25.00	\$0.00	\$45.00
01/03/2015			\$9.00	\$11.00	\$25.00	\$0.00	\$45.00
01/04/2015			\$9.00	\$11.00	\$25.00	\$0.00	\$45.00
01/05/2015			\$9.00	\$11.00	\$25.00	\$0.00	\$45.00
TOTAL:			\$45.00	\$55.00	\$125.00	\$0.00	\$225.00

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?	<input type="checkbox"/>				
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.

The screenshot shows a dialog box titled "Add New Record" with a close button (X) in the top right corner. It contains two input fields: "Reference:" with the value "088770" and "Ref 2:" with the value "Domestic". There is a "NextRef" button to the right of the Reference field. At the bottom, there are "Ok" and "Cancel" buttons.

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

The screenshot shows the 'Transaction Data Entry' window. The Reference field contains '088770' and Ref2 is 'Domestic'. The Encumbered amount is 1,325.00 and the Total is 1,325.00. The Description is 'John Doe to San Francisco, CA for Shellfisheries Conference'. The Note field contains 'TAR Total \$1325'. A table below shows the transaction details:

Date	Account	Cost Center	Object Code	Encumbered	Income/Expense	Campus Date	Check #	Invoice #	Account2	Visa Date	Object Set	Last Changed	How Changed	Who Changed
12/17/2014	07133906	NONE	3321	\$1,325.00			TAR				UMCE:	12/17/2014	M	shom

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.

The screenshot shows the 'Transaction Data Entry' window with the same transaction as above. The Note field still contains 'TAR Total \$1325'. The table below shows the transaction details with a new entry highlighted in blue:

Date	Account	Cost Center	Object Code	Encumbered	Income/Expense	Campus Date	Check #	Invoice #	Account2	Visa Date	Object Set	Last Changed	How Changed	Who Changed
12/17/2014	07133906	NONE	3321	\$875.00			TAR				UMCE:	12/17/2014	M	shom
12/20/2014	07133906	NONE	3321	\$450.00			Registration	SHTCARD			UMCE:	12/17/2014	M	shom

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 UMCE- 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

The screenshot shows the 'Travel Expense Statement -- CES' form. The fields are as follows:

- ELF ID: 1863045
- Form ID: 088140
- Description: TES: travel training attestation 1339060
- Status: Created by Samantha Edith Horn on Dec 15, 2014 09:14:22 am
- Send To: Charese Parran

- 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
Object Code
Chart

- 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
Full Rate Miles

- 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.

Add POV Item ✕

Date: 

From:

To:

POV Miles: [POV Mileage Reimbursement Policy](#)

POV Rate: ▼

Half Rate Miles **Full Rate Miles**

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

Expenses ⊞

Date	Description	Cost Code	KFS Account Number	Object Code	Working Fund	Amount
08/26/2014	Parking at BWI	(05) Ground Transportation	07-1339060	3321 (Out of State)	<input type="checkbox"/>	\$25.00
08/25/2014	11 Miles @ 0.560/Mile	(07) Personal Car Mileage	07-1339060	3321 (Out of State)	<input type="checkbox"/>	\$6.16

2 Expense(s)

- 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.

Date	Description	Cost Code	KFS Account Number	Object Code	Working Fund	Amount
08/26/2014	Parking at BWI	(05) Ground Transportation	07-1339060	3321 (Out of State)	<input type="checkbox"/>	\$25.00
08/25/2014	11 Miles @ 0.560/Mile	(07) Personal Car Mileage	07-1339060	3321 (Out of State)	<input type="checkbox"/>	\$6.16

- 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 is 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