Travel Help Sheet
for Extension Field Personnel

Index:

v. 10.18(a)

ACCESS and LOG-IN

Browser: Use Mozilla Firefox for best results. Other browsers can cause corruption or auto-fill the spaces on the ELF forms that will cause issues during the processing.

Electronic Forms Website: http://ares.umd.edu/ELF/Elf.html

Applying for Access:
The 'Apply for Access' feature on the Electronic Forms System website does not work well for UME off-campus employees and will delay the employee's access to these forms.

UME off-campus employees should e-mail or call their Regional Business Manager with their UID number (not Social Security Number). The Regional Business Manager will notify Travel Services to grant the employee access to the Travel Expense Statement Form and the Travel Approval Request Form.

Accessing ELF Forms:
- Log-In: Click 'Login'
- Enter Directory ID and Password
- Login Successful – press continue
- Access My Forms
- New Form
- Select Form you wish to complete (Expense Statement or Travel Approval Request)
- Create a new form each time. **DO NOT COPY A PREVIOUS FORM.**

> **Travel Services has a Travel Forms Training Guide on their website** (direct link: http://www.dbs.umd.edu/travel/services/training/guide/tes.php).
>
> **This document will help answer additional questions you may have about the level of detail for each section and items specifically about the routing and other requirements for UME.**

University Travel Card

- Our College Policy permits one Travel Card (Diner's Club/Master Card) per office.
- The cardholder must be Administrative support staff.
- Faculty cannot have a TCard, but are encouraged to work with the cardholder in the office for hotel, airfare, and registrations to reduce out-of-pocket expenses.
- TCard Information:
  - Travel Services: https://www.dbs.umd.edu/travel/services/travelcard/index.php
  - UME Answers: https://wiki.moo.umd.edu/display/umeanswers/Travel
  - AGNR Administrative Services: http://agnr.umd.edu/administrative-services/travel-services

Travel Approval Requests (TARs)

✓ **How to Complete a TAR:** http://www.dbs.umd.edu/travel/services/training/guide/index.php.

✓ Be sure to complete the TAR form and send it BEFORE you travel out-of-state or depart for any overnight trips (in-state or out-of-state). **You will not be reimbursed if you do not submit the TAR prior to travel.**
  ▪ Liability: Be sure that your TAR is submitted and approved before you travel, to avoid any liability issue. The University may not be financially responsible should a "mishap" (such as an accident) occur… you may be financially responsible.

✓ **Blanket TARs:** For faculty or staff who frequently travel into a neighboring state, such as West Virginia, Pennsylvania, or Delaware, or non-metro-area of Virginia, may submit a monthly 'blanket' TAR (in advance). A TAR would be prepared at the beginning of each month identifying ALL states to be traveled to, purpose of travel, and a comment stating, "blanket out-of-state travel for Extension-related duties." At the end of each month, ONE expense statement would be prepared for all travel during that month, related to the TAR. Only ONE expense statement needs to be submitted per TAR (not one per state).
  ▪ Employees who travel into another state, but claim the mileage only to the Maryland state line are not eligible for any travel reimbursement. ANY travel to a destination out of state must have a TAR submitted.

✓ Any overnight travel (in-state or out-of-state) requires a TAR – even in you are not planning to submit a TES for reimbursement, or all expenses will be paid on a University PCard (registration) or TCard (airfare, hotel, etc.). Again, this is to cover the employee to avoid a liability issue.

✓ As a UME general guide, employees cannot be reimbursed for overnight stays within 50 miles of the home office location. There are circumstances where it is necessary to stay overnight, and this should be discussed with the AED prior to making hotel reservations. This will be reviewed on a case-by-case basis.

✓ TARs are necessary for all out-of-state trips, (**even for one-day trips**). Delaware is considered out-of-state. Washington, D.C. and its northern Virginia suburbs are considered in-state if you can get there by metro.

✓ TARs must be reviewed by your local reviewer before AED/ADO approval. Do not send TAR forms directly to AED/ADO.

✓ Be sure to specify the name of the meeting (do not use acronyms) and the location (city, state).

✓ **Multiple Funding Sources?** On the Costs page, be sure to click the box indicating that Multiple KFS Accounts will be used. (or even if you *think* an additional funding source could be used)

✓ When you submit a TAR, the funds are encumbered on the KFS account number used on the TAR. If you do not travel or do not have any expenses to submit using that Trip Number, these funds will need to be un-encumbered. Contact the reviewer so they can process the form to remove the encumbrance. Details on this process can be found at:
https://wiki.moo.umd.edu/display/umeanswers/Travel

- If you encumber funds at the end of a Fiscal Year, that does not hold those funds from the budget into the next Fiscal Year. The funds are expended from the account at the time of the TES is submitted.

✓ **Using a University Travel Card:** In the Comments Section, list any expense (e.g., airfare/hotel) that will be charged to a University Travel Card (and whose Travel Card it is). **Include** those expenses in the Expense section of the TAR in the appropriate category. This will encumber the funds for the complete trip.

✓ **Using a University Purchasing Card:** In the Comments Section, list the expense(s) that will be charged to a University Purchasing Card (e.g., Registration Fee). Please include the name of the cardholder. **Do not include** the expense(s) on the Expense section of the TAR.

✓ **University Travel Agencies:** UMCP contracts with professional travel agencies that provide an array of travel services, including airline tickets, car rental reservations, and hotel reservations. http://www.dbs.umd.edu/travel/services/agents.php

✓ **Car Rental Companies:** http://www.dbs.umd.edu/travel/discounts/index.php. Do not purchase CDW/LDW insurance for your rental car – you will not be reimbursed. The State of Maryland automatically provides this coverage for state employees.

✓ **Group Travel:** http://www.dbs.umd.edu/travel/policy/umtravel/grouptravel.php

✓ **Driving to out-of-state (far away) meetings instead of flying:** If the traveler has a reason to drive instead of fly to a meeting designation (and flying would be less expensive than the total mileage reimbursement), the traveler will provide two of the **least expensive airfare quotes** with a statement of justification explaining why he/she would drive versus fly. Traveler will work through the AED to obtain the advanced approval from the ADO before the TAR is submitted to establish the dollar amount allowed for POV reimbursement.
- The TAR should document which dates are official business and which dates are personal or annual leave. Since driving takes more time than flying, the drive time cannot all be considered official business.

✓ **Mixing Personal and Business Travel:** It is reasonable that a faculty or staff member would take some extra time to sightsee before or after attending a conference or meeting, however, personal expenses are not reimbursable and personal or annual leave needs to be used for any days when not attending to official business. To avoid any questions, this needs to be identified on the TAR, with the specific dates that are not official business. Any expenses incurred on those days cannot be included in the TAR expenses. Documenting the date(s) on the TAR will assist in Travel Expense Statement preparation and review.
- Travel to/from a conference on work time; therefore the flight/drive dates/time should be included in the TAR to document this work time.

✓ **Foreign Travel:**

1. Effective 7/15/16: When traveling internationally, the TAR requests the traveler's travel itinerary of all the countries and dates you will be traveling in each country during your trip be included. Steps to do this can be found at: http://www.dbs.umd.edu/travel/services/training/guide/index.php#country

2. <u>Using Grant Funds</u>: The PI needs to verify that this is an approved budgeted item within the grant proposal. Please include a statement similar to the one listed below so your reviewer and approver know that the funding for this trip is permissible:

    Preparer of this TAR certifies that the travel being requested is allowable and appropriate per the terms of the award made by <u>Agency Name</u> under KFS x-xxxxxxx.

3. Currency Converter: https://www.oanda.com/currency/converter/

Travel Expense Statement

This document section will assist you in preparing your Travel Expense Statement. When you open the Expense Statement form, you will see four tabs: Traveler, Itinerary, Expense, and Attestation & Comments. Begin with the Traveler Page. You'll additional information at the Travel Services page; http://www.dbs.umd.edu/travel/services/training/guide/tes.php

Travel Expense Statement: TRAVELER PAGE

1) **Trip Number:**   **In-State:** Leave blank, this will be filled in automatically when approved.
    Out-of-State: Use the Trip Number found on your Travel Approval Request.

2) **Social Security #:** Be sure to enter the traveler's SSN in accurately – with no dashes.

3) **Lookup Data Button:** Click this button only when you have a Trip Number. Some of the pertinent information will automatically insert the information from your Travel Approval Request.

4) **Show SSN on printout?** Check this box only if you want others to see your Social Security Number.
    ➤ *If preparing a form for a non-employee, this button **must** be checked so payment can be issued.*

5) **Department:** To select the department, press the "Select" button. You will be prompted to search for words. Type "UME" and this will generate several results; select appropriate department.
    Note: *Field faculty and staff select: UME Field Operations*
    (Only those individuals physically located at HGIC would use UME Home & Garden, or those on campus would use the general UME or FCS department names).

6) **Last Name, First Name, & Middle Initial:** Use the name of the traveler as it appears on paycheck.

7) **Is this individual on University of Maryland payroll at the time of reimbursement?**
    ➤ Yes: Yes is the default. If you will be on payroll at the time of reimbursement, leave this checked.
    ➤ No: If for some reason, you are doing an Expense Statement for a non-employee, click "No" and a new area will appear for you to insert his/her mailing address.
    Note: *If the UME employee will shortly be retiring, process the form as a non-employee (assuming by the time the expense statement is approve, the employee will be off payroll). Likewise, if a job applicant will soon be hired by UME, wait until the traveler is on payroll and submit the form as an employee.*

8) **Contact Information:** Fill in appropriate contact's name, phone, and e-mail for your office. (this could be the traveler or it may be his/her Admin Assistant, or it may be your Reviewer)

9) **Trip Purpose: THIS IS AN IMPORTANT SECTION**
    If several trips are included on this expense statement, please list each date and explain what you were doing. **A general statement such as "conduct Extension business" is not satisfactory.**

    If you are submitting an expense statement for one day only, you do not need to include the date, but you will need to explain where you were/what you did. Here are some examples:
    1/2/2012: Farm Visits at the A. Thomas Farm, K. Stiles Farm, and R. Burke Farm.
    1/3/2012: 4-H Volunteer Training Seminar.
    1/6/2012: Teach Food Safety Class (evening class).

1/7/2012: Attend Regional Grow It Eat It (GIEI) Meeting (use the specific name of the conference).
1/9/2012: Attend Maryland Department of Agriculture "Train the Trainer" seminar.

> **Please do not use acronyms (e.g., DHIA, GIEI, etc.), unless you have already explained what it means earlier in the form. Prepare the TES form (and TAR) as if someone not familiar with University of Maryland Extension and your city/county location was reviewing it. (like an auditor)**

Travel Expense Statement: ITINERARY PAGE

1) **Departure & Return Dates/Times:**
   - If you do your expense statements monthly, you use the first day of the month as your departure date and last day of the month as your return date. You will not need to insert the times.
   - If you are claiming only one trip use the actual dates and times. This is especially important if you are claiming meals. The times you insert will verify that you are eligible to receive reimbursement for the meals claimed on the Expense Page.
   - Keep in mind, travel reimbursement must be submitted [form sent] within 60 days of the travel date. See Page 8 for more information.

2) **Origin/Destination Codes:**
   - If you drive: Insert "***" (3 asterisks) and a sub-menu will appear for you to select "Driving."
   - If you fly: You can insert the 3-letter airport code for both your origin and destination. As you type the 3-letter code, the sub-menu will appear with possible choices for you to select.
   - If you do not know the 3-letter airport code: Type of name of the city you departed from (or went to) and the sub-menu will appear with all the potential airport codes for that area and you may select the correct airport for your original and destination.
   - If you take a train (e.g., Amtrak; not subway) – these stations have a 4-letter code.

Travel Expense Statement: EXPENSES PAGE

1) **KFS Account Number:** Type in the appropriate 7-digit number.

2) **Subcode:** Use the down arrow (∨) and select the appropriate subcode: mainly, 3311 (*in-state*) or 3321 (*out-of-state*).

3) **Campus Code:** This should be automatically prepopulated with "01". (01 is the UMCP code)

4) **Privately Owned Vehicle Mileage Detail:** For each trip, you'll have at least one entry, depending on the number of stops made on that day.
   - Select "**+**"
   - Fill in the date (or press "select" to fill in the date)
   - **From:** Indicate where you started – town/city. (See examples below)
   - **To:** Indicate the town/city where you went. (See examples below)
     - Be specific on your location. "And Vicinity" is not a specific place in Maryland.
     - The trip should be round-trip. If not, specify why in the Comments section.

Example 1 (Travel to one location and return)	Example 2 (Travel to several locations)	*Example 3 (Travel within the same town/city)
From: Ellicott City	**From:** Easton to Queenstown	**From:** 4th Street to Market Street, Frederick
To: Westminster to Ellicott City	**To:** Denton to Easton	**To:** Patrick Street to 4th Street
If you are traveling within the same town/city, indicate in the Comments that the street names are within that specific city.		

   - **POV Mileage:** Type in the number of miles traveled.

- ❑ **Mileage Rate:** Use the down arrow (⌄) and select the appropriate rate for the time period of travel.
- ❑ Then click **Save.**
- ❑ Continue adding more days of travel until you are finished.
- ❑ To modify a row: highlight the row and then select the "✐" to edit your selection.
- ❑ To delete a row: highlight the row and the select the "🗑" to delete that entry.
- ❑ Scroll down to the Expenses section on this page. You'll see that the mileage is calculated automatically as you have entered it in the POV section.
  Note: Mileage reimbursement is for 'official University work business' only.

5) **Expenses:** Mileage reimbursement amounts will be automatically populated in this section, based on the mileage information you inserted in the POV section above.
- ❑ To add any additional expenses (such as registration, tolls, meals, etc.), click on "✚." Fill in the requested information:
  - ▪ **Date:** 01/23/2012
  - ▪ **Description:** Insert a brief explanation, e.g., Breakfast, Registration Fee, Hotel, Parking, etc.
  - ▪ **Cost Code:** Select the appropriate Cost Code description from the list.
  - ▪ **KFS:** This will default to the KFS inserted at the top of the page. You may change the KFS # to another KFS # if you have approval to use any additional funding sources. **Several different KFS numbers can be used on one expense statement.**
  - ▪ **Object Code:** This should be pre-populated with the # selected at the top of this Page.
  - ▪ **Working Fund:** DO NOT CHECK UNLESS THIS APPLIES! (this means you do not need reimbursement for this item, contact the Business Manager if you think this applies)
  - ▪ **Amount:** Type in the appropriate amount. For meals, do not exceed the allowed per deim rate.
  - ▪ Select "**Save**."
- ❑ Continue to add expenses until you are finished.
- ❑ Scroll to the bottom of this page. You will see it has automatically totaled your reimbursement amount.

NOTES ABOUT THE EXPENSES PAGE:

- Claiming Mileage From Home Instead of the Office: When departing from home for a meeting, employees are permitted to claim mileage based on the shortest distance. Reimbursable mileage is calculated from the starting point (or ending point) of the trip – or from the normal place of employment – *whichever is less*. Refer to the UM policy:
  http://www.dbs.umd.edu/travel/policy/umtravel/POV.php
  - ❑ Examples:
    1. An employee leaves from home to travel to a meeting location that is 26 miles from his/her home, but the meeting location is only 20 miles from the office. The mileage claimed is 20, since that is the shorter distance.
    2. An employee from home to travel to a meeting location that is 10 miles from his/her home, but it is 15 miles if they leave from the office. The mileage claimed is 10 miles, since that is the shorter distance.
    3. An employee travels to a meeting location that is 10 miles from his/her home, but it is 15 miles from the office. The employee travels to the office first to pick up something. Mileage claimed is 15 because you they left from the office to go to the meeting.
    4. Piggy-backing on the above scenario: The employees travels from the office to the meeting, but then goes home directly from the meeting location. Mileage is claimed as a total round trip of 25, because the employee drove from the office to the meeting (15), and then drove home (10 miles).
    5. **IMPORTANT:** Anytime an employee's home address is the departure or return location on the expense statement, a comment should be included in the Comments section that the lesser of the

mileage is claimed (e.g., (1) left from home, but claiming lesser mileage; or (2) returned home after meeting, shorter distance claimed).

- **Normal travel to and from the office is not a reimbursable expense.** However, if a faculty member is traveling to a night meeting from his/her home, mileage may be claimed from home to the night meeting. If the faculty member elects to remain at the office rather than going home for dinner, he or she may claim dinner in lieu of mileage to and from the meeting. Please note the reason for the mileage or meal in the Trip Purpose or Comments section (e.g., evening Gifts from the Kitchen program, 7-9 p.m. returned to the office).
  - ❑ Weekend travel from home to the office is not reimbursable because UME **field faculty** earn comp time for weekend/holiday meetings.
  - ❑ Any exception must be discussed with the AED prior to Travel submission.
  - ❑ **Exempt staff** do not earn comp time, therefore travel for work on a weekend or holiday is allowable.
  - ❑ For **non-exempt** program support staff mileage may be claimed.

- Carpooling or driving a Rental or Motor Pool Vehicle: If you do not claim mileage, you will still need to insert an entry of your departure and return for the date(s) with zero (0) miles.

- **Travel Policy for Dual or Multi-County Educators:**
  http://agnr.umd.edu/sites/default/files/admin-services/DualCotravelpolicy_2_.pdf

- Meals:
  1. Breakfast - To claim breakfast you must depart at least 2 hours before your normal work hours. Make notes on the Trip Purpose or Comments section as to your departure time.
  2. Lunch - This is not a reimbursable expense for one-day trips.
  3. Dinner - To claim dinner, you must return at least 2 hours after your normal work hours or have an evening meeting that you do not go home between the end of the workday and the beginning of the meeting. Make notes on the Trip Purpose or Comments section as to the meetings times.
  4. Cost Codes for Meals – Use cost code 03 (travel meals) for meal expenses during travel.
  5. For current per diem rates, go to: http://www.dbs.umd.edu/travel/services/rates/domestic.php
  6. In-state: When claiming meal reimbursement, indicate your departure time or return time in *either* the **Trip Purpose** (on the appropriate date) or in the **Comments.** This is the only way to verify that you are eligible for the meal reimbursement you have requested.
  7. There may be exceptions which require the pre-approval of the AED, or ADO, such as:
     a. At meetings where it is necessary to maintain the continuity of the meeting and a planned luncheon is served to all attendees, this luncheon is reimbursable to the faculty members within the schedule of rates for meals provided that such meeting had its beginnings more than two hours prior to the normal lunch period and extends two hours or more beyond the normal lunch period. As with any travel, if the budget cannot sustain this expense it is not reimbursable.
     b. Taking a candidate or stakeholder to dinner. Documentation for any approved exception includes an itemized receipt and a list of attendees for whom you paid and a detailed explanation of the meeting/event.
  8. Out-of-State: The departure and return times are to be listed on the Itinerary Page, next to your departure and return dates. This verifies you are eligible for the meal reimbursements requested.

- Using Two or More KFS Account Numbers on one Expense Statement: If you change any of the expenses to another KFS #, be sure to provide an explanation in the Comments section that use of the additional KFS # was pre-approved.

- If any KFS #'s are used that are not assigned to your home unit (e.g., a Program Leader provides you with a KFS to use), be sure to provide a copy of the expense statement to the appropriate Business Manager. (each office will determine if the traveler or the reviewer will do this)

- <u>Travel with Spouse to a work-related event</u>: Per item 5 in <u>Policy VII-1.100</u>, the University shall not incur any additional expense when the traveler's spouse travels with the employee. Travelers should be careful to maintain a record of individual expenses.

Travel Expense Statement: ATTESTATION & COMMENTS PAGE

1) **Traveler Attestation:**
   - If you are the traveler, you will need to check this box.
   - Do not attest as Traveler until you have taken **all** the travel expenses you are claiming. **The attestation date cannot precede the last date of travel claimed.** (You should not attest to travel you haven't taken yet.)
   - If you are preparing this form for a **non-employee** (or an employee who will not review the form electronically) – have that person sign a hard copy of the form and forward it to your local reviewer for processing. You will also need to route the electronic form through the proper channels established for your office. (**see details on page 11 of this document**)
   - If you are preparing this form for an employee, route it to them so they can click the button.

2) **Reviewer Attestation:**
   Your office/cluster Reviewer will click this box. The Area Extension Director, City Extension Director, or ADO will be the form approver and **should not** check the reviewer attestation box.

3) **Comments:** This is where you provide any additional information that the Reviewer should know (e.g., funds should be transferred from a supplemental funding source, or additional KFS number used on the expense form) or you can provide details on some part of your expense statement that needs clarification. Examples:
   > 1/3/2012: Carpooled with Annie Agent, no mileage reimbursement submitted. We departed at 5:00 a.m. for an 8 a.m. meeting. Meeting concluded at 6 p.m., and we returned at 10 p.m. Breakfast and Dinner expenses included. Original Meeting Registration Receipt forwarded to Reviewer.
   > 1/6/2012: Food Safety Class, 7:30 – 9 p.m. Dinner expenses included in lieu of mileage.
   > 1/9/2012: Chesapeake Bay Bridge Toll. Original Receipt forwarded to Reviewer.

4) If you **do not** have receipts for the Bay Bridge toll, state the following in the comments section: "EZ Pass used; no receipt available for Bay Bridge toll rate of $2.50 per trip"

5) If you have receipts (e.g., hotel) **send the original** to your Reviewer. Please include a statement to this effect in the Comments section. It is important to let the Reviewer know a receipt is on its way.
   - If you did not obtain a receipt or lost a receipt for a small expense claimed please state that in the Comments section.

Anything typed in the **Comments** section will become permanent record upon the Form's approval You may also use the **NOTES** Button, located in the top button bar, to send a note with your form that will not become part of the permanent record of your Expense Statement.

Travel Expense Statement: HARDCOPY RECEIPTS

Travel Services Policy indicates original Receipts are needed for:

- ❑ Registration/Conference Fees in the traveler's name
- ❑ Parking (regardless of the amount)
- ❑ Tolls (regardless of the amount)
- ❑ Lodging (receipt must show a zero ($0.00) balance. Request that the hotel fax you one if the receipt shows a balance, or submit a copy of your credit card statement, showing the charge. Your name should be on the lodging receipt, even if you shared lodging with another employee. For example: If two UME employees shared a room, the receipt should show both paid their share or each should obtain their own individual receipt in their name.
- ❑ Car Rental
- ❑ Airfare
- ❑ Baggage Fees
- ❑ Taxi/Shuttle
- ❑ Refer to the Travel Services website for verification: http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php#Receipts

If a receipt cannot be obtained for nominal parking or tolls (e.g., parking at a meter or automated toll gates), please explain this in the Comments.
http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php#Misc_Expense

Original receipts are required. If for some reason you cannot provide an original receipt and a photocopy is submitted, provide an explanation in the Comments. (e.g., the receipt was lost and the hotel provided a faxed duplicate.)

Please tape receipt(s) smaller than a full-size sheet of paper to an 8-1/2 x 11 sheet of paper. Print YOUR NAME and the TRIP # (or ELF Form #) at the top of the paper.

Forward your receipts to your local reviewer.

★ *Do not claim expenses you did not **personally** incur.*

★ *Do not claim expenses that were paid on a Travel Card or Procurement Card for you. If you have receipts that were paid on a TCard or PCard, attach these to your TCard or PCard or provide them to the individual's card that paid this expense.*

MISCELLANEOUS NOTES TO HELP YOU WITH TRAVEL REIMBURSEMENT

Keep Expense Statements Short:
Travel Services has indicated that one reason some people experience problems with their forms is the number of entries on the expense statement. ***To reduce form malfunctions, do expenses on a monthly basis – at the maximum.*** If you have expenses for more than one month, split the information between expense statements. This should help eliminate system-related errors.

AGNR 60-Day Policy:
The AGNR Travel Reimbursement Policy can be found on the AGNR Administrative Services website under Policies:
http://agnr.umd.edu/sites/default/files/admin-services/Travel_reimb_revised_Jan2010.pdf. Submit the Travel Expense Statement within 60 days of the date the travel was completed.
- ➢ **Form Returned for Corrections:** If the Travel Reviewer returns an expense statement through ELF for you to make corrections, edit that same ELF form and re-route it to the Reviewer. Do

not start from scratch as this erases the ELF history of the document (thereby sometimes dating the travel too old to submit).

Travel Reimbursement in the Paycheck:
Employees' ELF (Electronic Forms system) Expense Statements approved by the close of business on the dates specified will normally be reimbursed in the employee's paycheck in the time frame below. Dates are subject to change according to UM payroll deadlines. To find out when you will receive reimbursement refer to the Travel Services web site:
http://www.dbs.umd.edu/travel/services/expguidelines.php

Current Reimbursement Rates:
To check the current meal and mileage reimbursement rates, please refer to the Travel Services website:
http://www.dbs.umd.edu/travel/services/rates.php

Non-Employee Travel:
After the non-employee travels and provide his/her expenses to the office, a University employee will prepare the expense statement and print it to the traveler for his/her signature (when printing the form, be sure to make sure the SSN shows). The electronic copy is forwarded to the Reviewer.

The traveler signs the original hardcopy and mails it (along with any original receipts) to the Reviewer for processing. Reviewer signs the expense statement, and processes the electronic form.

When the electronic form is approved, the Reviewer sends copies of the signed expense statement and receipts to Accounts Payable for processing. If this is not done the traveler does not receive payment.

Reviewer retains the originals on file.

Travel Services: http://www.dbs.umd.edu/travel/visitor/procedures.php

Employees Resigning/Retiring:
If the traveler *is a soon-to-be non-employee*, process the form as a non-employee. If processing a form on behalf of a job applicant who has accepted a position with UME, hold the Expense Statement until he/she is on payroll and submit as an employee for timely reimbursement.

Questions about the ELF Forms or Travel Policy?
☎ Travel Services, 301-405-0607   https://wiki.moo.umd.edu/display/umeanswers/Travel

☎ Your Local Reviewer   http://agnr.umd.edu/administrative-services/travel-services

☎ Your AED/ADO   http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php

☎ Business Manager