
TRAVEL APPROVAL AND EXPENSE REQUEST PROCEDURES

JULY 25, 2017
UNIVERSITY OF MARYLAND

Contents

BUSINESS TRAVEL PROCEDURE OVERVIEW	3
---	----------

ACCESS TO THE TRAVEL SYSTEM	4
------------------------------------	----------

ACTIVATE UNIVERSITY DIRECTORY ACCOUNT	4
LOG-IN TO ARES AND ACCESS TRAVEL FORMS	4

TRAVEL BOOKING	5
-----------------------	----------

AIRFARE	5
HOTEL	5
RENTAL CAR	5
REGISTRATION AND CONFERENCE FEES	6

TRAVEL APPROVAL REQUEST FORM SUBMISSION – TAR	7
--	----------

NAVIGATING TO THE TAR FORM	7
TRAVELER TAB.....	7
TRAVEL TAB.....	7
MEAL DETAIL TAB	8
COSTS TAB	8
ATTESTATION AND COMMENTS TAB	9
ERRORS TAB	9
SENDING THE FORM.....	9

EXPENSE RECEIPTS REQUIREMENTS	10
--------------------------------------	-----------

ALL EXPENSES	10
LODGING, AIRFARE, TRAIN, BUS, AND CONFERENCE REGISTRATION	10
CURRENCY CONVERSION FOR INTERNATIONAL EXPENSES	10
SUBMITTING CC STATEMENTS	10
MILEAGE.....	10
GAS VS MILEAGE	11
INTERNATIONAL MEALS	11

COMBINING PERSONAL AND BUSINESS TRAVEL 12

AIRFARE12
CAR RENTAL12
HOTEL12
MEALS13
AIRPORT PARKING.....13

EXPENSE REIMBURSEMENT FORM 14

ACCESS EXPENSE STATEMENT.....14
TRAVELER’S TAB14
EXPENSES TAB/ DRIVING14
PROOF OF MILEAGE.....14
EXPENSES.....14
ATTESTATION AND COMMENTS TAB15
ERRORS TAB15

SUBMISSION PROCEDURES – IMPORTANT 16

HARD COPY:16
ELECTRONIC COPY:16
DOCUMENT CHECKLIST16

SUBMIT A TAR TRIP ADJUSTMENT 17

INTERNATIONAL TRAVEL INFO 18

INTERNATIONAL TRAVEL INSURANCE 19

COMPREHENSIVE INTERNATIONAL HEALTH INSURANCE19
BASIC TRAVELERS INSURANCE19

OPEN SKIES TRAVEL POLICY 20

MORE INFORMATION 21

Business Travel Procedure Overview

- Please submit your [Travel Approval Request \(TAR\)](#) at least 2 weeks in advance, longer if using a University approved travel agency for airfare. Please don't wait until the last minute to book your travel.
- You must book your own reservations directly.
- If you use one of the University approved [travel agencies](#) we will pay for your airfare. If you use an outside vendor you must pay out of pocket.
- Once the trip is completed you will process an [Expense Statement Request](#) for reimbursement.
- You must pay out pocket for all other costs associated with the business travel (excluding registration) and request reimbursement after you return.
- Conference registration can be paid by Adrienne or Susan if an email request is sent in advance.
- If you are requesting registration at the last minute you should pay out of pocket and get reimbursed after the fact.
- If the expenses will be covered by another institution you must process a TAR for \$0 using KFS# 2-932160. This is for University Insurance purposes. Please note the agency paying for the travel and nature of the business in the comments section.
- If processing Relocation the same procedures apply except you do not have to process the TAR in advance. Please contact Adrienne or Susan for the original trip number.
- When traveling on University funds it is your job to be aware of the policies and procedures concerning your submission and reimbursement.
- You will not be reimbursed for out of pocket expenses that do not follow the guidelines.
- For access to UMD travel policies refer to the [University's Travel Guide](#).

Access to the Travel System

Activate University Directory Account

- If you have not done so already, activate your University Directory ID account at: https://directory.umd.edu/password?new_user
- Once your identity is verified the system will list your UM Directory ID/login name and allow you to set your password. You must follow UMD rules for password selection or the password will not be approved.

Log-in to ARES and Access Travel Forms

- You can use your UM Directory ID and password to login to ARES at: <http://ares.umd.edu/home/>
- In addition to Travel Forms, the ARES home page can be used to access and print your bi-weekly earnings statements, complete your Outside Professional Activities Report, or update personal information.
- To access UMD Travel Forms, click on "**Electronic Forms**" in the left margin.
- **New users must "Apply for Access"** Click the "**Apply for Access**" link in the left margin.
- Complete the requested information making sure to put a check mark by "**College Park - Travel Forms**".
- You must also put a check in the box below the "**verification statement**".
- It will take 48 hours to gain access and you will receive an approval email from Travel. If you do not receive access within 48 hours (excluding weekends) please contact **travel services at 301-405-0607**

Travel Booking

Airfare

- Please use one of the University approved travel agencies listed at: <http://www.dbs.umd.edu/travel/services/agents.php>.
- **You can not use the online booking tool through globetrotter.**
- Contact one of the travel agencies directly to book your itinerary. They will charge the department directly.
- After you book the itinerary please submit the TAR and add the following comment "**Please charge airfare to Adrienne Newman's Travel Card**" in the comments tab.
- The approval must be completed within 48 hours for ticketing. Please email/call your [Business Manager](#) to request expedited approval.
- If you book your itinerary at an outside vendor you will pay out of pocket. You must obtain a paid in full receipt including a \$0 balance and form of payment noted on the receipt for reimbursement.
- If the paid in full receipt is not obtained please provide a copy of your credit card statement.

Hotel

- You must pay out of pocket and obtain a paid itemized receipt for reimbursement. That includes a \$0 balance and form of payment noted on the receipt.
- If the paid in full receipt is not obtained please provide a copy of your credit card statement.
- Hotel meals and incidentals are not reimbursable.
- **An approved TAR is required for all overnight travel.**

Rental Car

- When a car rental is necessary the University expects the lease of the least expensive vehicle which will accommodate the trips requirements.
- You must pay out of pocket and obtain an itemized receipt for reimbursement. That includes a \$0 balance and form of payment noted on the receipt along with a rental agreement noting the individual costs associated with the rental.
- **LDW/CDW, and all other additional insurances are not reimbursable for Domestic Travel.**
- If these items are charged they will be deducted from your reimbursement.
- **GPS is reimbursable on a case by case basis with a justification submitted in the TAR for prior approval.**
- You are covered through the University Insurance for rental Collision Damage and Liability Damage.
- **If you are traveling internationally you should obtain additional insurance and it is reimbursable.**

Registration and Conference fees


The department can pay in advance for registration and conference fees if proper notice is given.

- Submit a TAR to approve the trip before payment can be submitted.
- Please contact Adrienne Newman via email: anewman1@umd.edu or Susan Lehr: slehr@umd.edu .
- If you pay these fees out of pocket you must obtain an itemized receipt that shows it has been paid in full and includes the form of payment for reimbursement.
- If the form of payment is not included please provide a copy of your credit card statement.

Travel Approval Request Form Submission – TAR

An approved TAR is required for all overnight travel

Navigating to the TAR form

- Go to ARES: <http://ares.umd.edu/home/>
- Click on "Electronic Forms"
- Click on "Access My Forms"
- Log in using your directory ID and password
- Choose  on the top left corner of the page
- Choose "Travel Approval Request" aka TAR

Traveler Tab

- On the Travelers tab, Type "Astro" in the department name and CMNS-Astronomy will appear for you to click on.
- In the Traveler Information box, Please click on the + icon on the bottom left of the panel to add a new row.
- Select the checkbox beside "Will Traveler Be Reimbursed?"
- Enter your SSN, Name, Origin, Traveler Type, Destination, Departure Date, and Return Date.
- If not using airfare, fill the origin and destination boxes with Driving *** or Bus/Subway/Commuter Rail ###.
- Train Destinations should be entered for Amtrak.
- Click "Save" at the bottom
- At the bottom of the page place your information in the TAR contact name, email, and phone boxes. If you are completing the form for someone else please add their information instead.
- Select one of the Travel Agencies in the drop down menu at the bottom of the page.
- If you are using Globetrotter, Travel-On, or Omega, please add the following sentence to the **COMMENTS TAB: Please charge airfare to Adrienne Newman's travel card.**
- If you are purchasing your own ticket please select "Other" or "None". A comment section will open next to "Other" please type "Purchase Own Ticket"

Travel Tab

- Click on the Travel tab near the top of the page.
- Please provide the specific trip purpose along with the website for the event and if multiple trips are taken together please provide a timeline for each event.
- Please use the drop down box to confirm that the travel arrangements are in full compliance with [University of Maryland Policy](#).
- Confirm that your travel is in compliance with the [Fly America Act](#) and the [Use of United States Flag Air Carriers](#) policies.
- If this is a foreign trip on grant funding please confirm that you are using an American flag carrier.

- If a portion of the trip in another country does not have an American carrier please complete the [waiver check list here](#).

Meal Detail Tab

- This tab will be populated with possible meals for the duration of your trip.
- The system assumes you are leaving at 6:30 am and returning at 6:30 PM.
- If the meals or times are not correct please click twice on the date to edit the meal. Change the meals or times as needed and select "**Save**" to correct them.
- Once you complete the modifications or if the meals were already correct please put a **check** in the box next to "**Meal Grid OK as shown**" at the bottom of the page.
- **No receipts are needed for meals if you use the University or foreign meal per diem.**
- Please print a copy of the [International meal rate](#) and include with your expense reimbursement.
- If attending a banquet during a conference you can be reimbursed for that meal with a proper paid in full receipt.
- Do not claim the corresponding meal with your other expenses.
- Federal Per Diem for In-State and Out of State travel is not allowable.

Domestic Per Diem Meal Rates:

- Breakfast \$10 – 6:30am Departure time, leaving 2 hours before airfare itinerary
- Lunch \$12 – 10:00am Departure time, leaving 2 hours before airfare itinerary
- Dinner \$25 – 6:00pm Departure time, leaving 2 hours before airfare itinerary
- Total per day \$47

Foreign Per Deim Meal Rates:

- If traveling to a foreign country meal per diems are different and can be looked up while editing the meals.
- The MIE rate is used to ensure that out of pocket expense are covered for meals and incidentals.


Costs Tab

- Fill out the KFS # (If you don't know the number please call or email your business manager), object code, and the costs for each individual expense.
- The meals will already be populated.
- As you enter the cost for each expense hit the "Tab" key and the total will automatically be corrected.
- Please include any expenses that will be paid using the department credit card on this TAR.



Attestation and Comments Tab

- Please put your CRESST Task number and any comments related to this TAR in the comments section.
- **If you are taking personal day during a business travel you must note your personal time in this section.**
- If you selected one of the 3 travel agencies please add the following sentence in the comments section: **“Please charge airfare to Adrienne Newman's travel card”**

Errors Tab

- Once all the information has been added please use the  button at the top of the page to make sure you completed the necessary pieces.
- If something is incorrect the system will give you an error message which will appear in the errors tab.
- You can not send the form unless all pieces have been completed.
- The system will specifically note each error on this tab. Go back through your tabs to correct the form if errors are found.

Sending the Form

- At the Top of the page are the words "**Send To**" in blue followed by a drop down box.
- Click "**Send To**" or “change” to update your addressees.
- Click "**Add Addressee**" and a Search window will open.
- Choose "**Groups with names like**" type in "**Astronomy**" and Click "**Search**". A window will open with the Astronomy approvers.
- Click "**Add this group**" and the 10 people will populate the Addressees. Click "**ok**" and the drop down box will populate with the Astronomy Group. Your Business manager approves the TAR but if they are out others will step in to approve.
- Click the  button on the top of the form. You will be asked if you really want to send this form click "**YES**".
- The trip # is automatically assigned to your TAR and you will use that # to populate your expense statement once you return from the travel.
- **Print a copy of the TAR using the  button at the top of the page. Attach this copy to your Expense Statement paperwork when you submit to the business office**

Expense Receipts Requirements

All Expenses

- All expenses require a receipt except meals.
- If a receipt is lost, an exception to the receipt requirement may be made for a permissible small dollar expense.
- Permissible expenses may include taxi, tolls, local parking, local bus fare, metro, and the like.
- **Gas receipts and airport parking are required.**

Lodging, Airfare, Train, Bus, and Conference Registration

- In order to reimburse you for these expenses we must have and itemized receipts showing the date, services are rendered, vendor, amount, and form of payment.
- Receipts for air, rail, car rental, and lodging should also include your name.
- **Make sure you're submitting paid in full receipts rather than "confirmations," which do not show how payment was made.**
- If hotel, car rental, or other "express" check-out receipts or Internet vendor receipts do not show a payment method, a copy of the credit card bill with the corresponding final total charge must be provided with the Expense Statement for proof of payment in full.

Currency conversion for International expenses

- When submitting a receipt for an international transaction please attach a copy of the currency conversion for that specific date or a copy of your credit card statement with the charge. See <https://www.oanda.com/currency/converter/>
- If items were charged using a credit card you must submit a copy of the statement to get full reimbursement including fees.

Submitting CC Statements

- You can black out most details on the statement leaving only the last 4 digits of your credit card, your name, and the charges in question.

Mileage

- Please submit a copy of a mileage justification with your reimbursement.
- You can use [map quest](#), [google maps](#), etc. for proof of mileage from your departure to your destination.
- Mileage is reimbursable from the closer of the closer of the duty station (Home/Work) for travel during the work week.
- During the weekend mileage is reimbursable for actual mileage driven from home.

Gas vs Mileage

- Gas is reimbursable when using a rental car and an itemized receipt is required for reimbursement.
- Mileage is reimbursable when using your private car and must have a mileage report attached for reimbursement.

International meals

- Please print and attach a copy of the international meal rate if claiming for reimbursement. See https://aoprals.state.gov/web920/per_diem.asp

Combining Personal and Business Travel

Airfare

- **You must obtain a quote for the business only portion of your airfare** to be submitted with your reimbursement.
- This quote must be from the same travel agent, the same airline, and must be obtained at the time of booking.
- If the business portion is less expensive than the purchase you will only be reimbursed for the business portion.
- If you are using a University travel agency you must request a written statement on your itinerary outlining the difference in prices.
- If airfare is more expensive due to personal travel and charged to the department card you'll need to write a check for the difference.
- **You must provide a receipt that details vendor name, flights used, price paid, and form of payment.**
- **A copy of the CC statement can be substituted if the form of payment is not listed on your receipt.**
- A copy of your actual itinerary is still required for reimbursement.

Car Rental

- Divide the total cost of the car rental by the number of rental days to get your daily rate.
- Charge only the business days.
- Clearly note this daily rate on the receipt or in the comments section.
- Gas purchased on the noted personal days will not be reimbursed.
- **You must provide a receipt with rental agreement that details vendor name, insurance detail, price paid, and form of payment.**
- **A copy of the CC statement can be substituted if the form of payment is not listed on your receipt.** The rental agreement is still required for reimbursement.

Hotel

- Separate your personal days from your business days and request reimbursement for the business portion only on your hotel stay.
- If you are traveling with a companion you are only eligible for reimbursement on the single room rate.
- Written verification of a hotel's applicable single rate should be obtained at the time of check-out and submitted along with the actual bill and Expense Statement.
- **You must provide a receipt that details Hotel name, room type, price paid, and form of payment.**
- **A copy of the CC statement can be substituted if the form of payment is not listed on your receipt.** A detailed breakdown of room rates is still required.

Meals


- Separate your personal meals from the business meals.
- You will not be reimbursed for any meals purchased on your noted personal days.
- You can not claim reimbursement for meals provided in flight, paid with conference fee, or in combination with hotel reimbursement such as bed and breakfast.

Airport Parking

- Separate your daily parking rate and only request reimbursement for the business portion.

Expense Reimbursement Form

Access Expense Statement

- Go to ARES: <http://ares.umd.edu/home/>
- Click on "Electronic Forms"
- Click on "Access My Forms"
- Log in using your directory ID and password
- Choose  on the top left corner of the page
- Click on "Travel Expense Statement"
- **If your final expenses exceed the original TAR approval by 10% you must submit a TAR adjustment to justify the added costs. [See pg. 17](#)**

Traveler's Tab

- Please fill in the trip # from your TAR, your social security #, and click "Lookup Trip Data". The form will populate with information provided in the original TAR.

Expenses Tab/ Driving

- If you drove you will need to populate your mileage using the POV mileage detail.
- Click on **+** to **Add One Row** and add the Date, From, To, POV miles for one way, and the mileage rate at .535 cents per mile.
- Once the information is entered click "Save" to add the data and populate the Expense.
- You will need to add a row for the trip to and from destination. Once both trips have been entered click "Save".

Proof of Mileage

- Include a [map quest](#) or [google map](#) for proof of mileage.
- During the work week you must use mileage from the closest duty station to your destination.
- If your home address is closer to the destination you can claim that mileage. If your work is closer you must claim that mileage instead.
- For travel on the weekends you can use your home to destination mileage.

Expenses

- For each expense you add an expense row.
- Click on **+** to "Add a row" and a new screen will appear to add the data.
- Fill in the date of the paid transaction, description*, cost code* using the drop down box, and the amount to be reimbursed for that expense.
- Click "Save" to add the expense to the form. Continue the same process for each expense you need reimbursed.

- The form will calculate the expenses you've entered. Please look them over and check for accuracy.
- If something is incorrect please click twice on the incorrect line to make corrections.
- You will be able to modify your expenses on this screen but you will need to click "**Save**" once the data has been changed.
- You can use the small trash can on the bottom row to delete whole lines if they are completely incorrect

*Expense Description: You can lump some items together like lodging or meals. Describe as meals or lodging, the dates from - to, and how many of each.

Example: Meals 12/25 – 12/28: 3B = \$24/3L = \$30/3D = \$69

Lodging 12/25 to 12/28: 3 nights at \$100 each

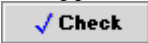
*Cost Code Drop Down Box: 01 Air Rail, 02 Lodging/Housing, 03 Meals/Hosting, 04 Phone/Fax/ Communication, 05 Ground Transportation, 06 Car Rental, 30 MTS Vehicle Rental, 08 Conference fee, 25 In-State Travel, 50 Other.

****Lodging Receipts - Important: Please separate meals, safe, and parking listed on your lodging receipt and add as a separate expense****

Attestation and Comments Tab


- Click on the "**Traveler Attestation**" which state's you are certifying the information in the form and it is accurate.

Errors Tab

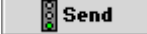
- Any errors detected when you use the "**Check**" button will appear on this tab.
- Once all the information has been added please use the  button at the top of the page to make sure you completed the necessary pieces.
- If something is incorrect the system will give you an error message.
- You can not send the form unless all pieces have been completed. The system will specifically note each error on this tab.
- Go back through your tabs to correct the form if errors are found.

SUBMISSION PROCEDURES – IMPORTANT

Hard Copy:

- Print a hard copy of the Expenses Statement using  at the top of the page.
- Attach your original receipts, any documentation related to the trip, and a copy of the original Travel Approval Request to the signed Expense Statement and forward them to Adrienne or Susan for final processing.
- We will notify you if something is wrong and needs to be corrected.

Electronic Copy:

- Click the  button on the top of the form. You will be asked if you really want to send this form click "YES".
- It takes 2-4 weeks to receive reimbursement depending on the date of approval.
- In order to get reimbursed by the next paycheck the form must be submitted and approved by the Astronomy Department by the Wednesday prior to the pay week. During Holiday times that deadline is the prior Tuesday or Monday.

DOCUMENT CHECKLIST

- 1. Copy of the Expense Statement**
- 2. Original Receipts - Including an itemized proof of payment receipt for Registration, Airfare, and Lodging**
- 3. Proof of mileage - Google Maps or Mapquest**
- 4. Currency conversion for International charges on each transaction date. You may also submit your CC statement for items charged to the CC but the conversion rate will not be applied to your other transactions for that you will need a currency conversion.**
- 5. Copy of original approved TAR**
- 6. Printout of the international meal rate if claiming international meals.**

SUBMIT A TAR TRIP ADJUSTMENT

Please follow the instructions below:

- Click on New Form
- Select Travel Approval Request
- On line 3 -- "Is this a Trip Adjustment?" -- Select "YES".
- Enter the Trip Number of the Original TAR, your SS#, and last name and click the button "LOOK UP TRIP DATA". This will populate the TAR with the information you submitted on the original TAR.
- Make any necessary changes to reflect your actual costs, dates of travel, etc.
- On the "Comments" tab, include a brief explanation. (i.e. Trip Adjustment required as I neglected to include lodging costs, etc. on the original TAR).
- Send the TAR Trip Adjustment to the entire Astronomy Group the same way you would a regular TAR.
- Note the TAR Trip Adjustment must be approved before we can approve your Expense Statement.

International Travel Info

- You can and should take the additional **CDW/LDW** Car Insurance if traveling internationally. This is a reimbursable expense.
- You must use a currency conversion for each expense on each day you want reimbursed. That conversion can come from [Oanda.com](https://www.oanda.com) on the DBS travel website, a bank conversion receipt, or a copy of your credit card statement for items charged to your card.
- If you charge items and have foreign travel fees associated with them you must submit a copy of your credit card statement to be reimbursed for those fee's. If requesting reimbursement of ATM fee's for cash withdrawal you must itemize the cash transactions totaling the withdrawal amount as business purchases only. Such transactions can include taxi, bus, and meal expenses.
- **Foreign transactions must be translated and identified in each expense receipt or attached to a piece of paper identifying the expense for reimbursement.**

International Travel Insurance

Comprehensive International Health Insurance

University of Maryland international travelers on university business will automatically be enrolled in UMD's comprehensive international health insurance, including medical and security evacuation, administered by Cultural Insurance Services International (CISI). This collaborative effort by the Office of International Affairs and the Department of Business Services will provide UMD travelers with coverage while traveling abroad at no charge to the traveler or the traveler's department.

This insurance coverage will be provided for UMD international travelers (excluding travelers on Education Abroad trips) who are originating from the U.S. and who have their Travel Approval Request approved by 6:30 p.m. three days before the trip departure date. Covered travelers will receive a CISI Identification Card via email prior to their departure date.

A summary of coverage and information about how to use CISI services are available on the [CISI website](#). UMD travelers should direct questions regarding coverage and available services to CISI at 800.303.8120.

Basic Travelers Insurance

Basic Travelers Insurance can be purchased for a single trip or annually for your business travel, but only through the approved University Travel Agents. You can request a quote and ask Adrienne Newman to complete the purchase or you can pay out of pocket and get reimbursed on your expense statement. You must note the travel insurance request on your TAR for approval. If choosing an annual policy please contact Adrienne Newman in advance to check for eligibility. **You will not be eligible for reimbursement for any travel insurance vendors outside the University Travel Agents.**

You do not have to purchase your airfare itinerary from an approved agent to purchase the travel insurance.

Open Skies Travel Policy

This program requires you to book your airfare with Globetrotter or Travel On noting the "Open Skies Program" to offer you and airfare itinerary outside of the Fly America Act. In order to take advantage of this program **you must** follow the below regulations. It's very important for you to follow the regulations or we will not be allowed to participate in the program.

1. You must book with Travel On or Globetrotter - You can not book your flight directly
2. You must tell the agent that you're part of the "Open Skies Program"
3. You must submit your TAR with "Open Skies Compliance" noted in the comments section
4. Travelers using Department of Defense (DOD), Air Force, Army or Navy funds are not permitted to take advantage of Open Skies Agreements. These travelers must use an American carrier.
5. If you do not follow ALL of the requirements listed above, you will be charged directly for your airfare and this will not be reimbursable.

Travel On [301-403-4278](tel:301-403-4278)

Globetrotter [301-570-0800](tel:301-570-0800)

More Information

Additional questions or information should be addressed to:

Adrienne Newman at 301-405-7123/anewman1@umd.edu or
Susan Lehr at [301-405-1507](tel:301-405-1507)/slehr@umd.edu

University Travel Policy -
http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php