

Procedure on Business Travel for Nonemployees
Approved February 24, 2023

PURPOSE

Authorize and process payments for Nonemployee UMB business-related travel expenses.

APPLICABILITY

Nonemployees seeking cost assistance for UMB business travel-related expenses.
Operational Units that offer travel-related cost assistance to Nonemployees.

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INSTRUCTIONS

Scope

- I. This Procedure applies to the approval of all Domestic and International Business Travel and to the purchase of transportation, lodging, meals, and other expenditures charged to UMB Funds and paid directly to a travel services provider or reimbursed to an individual who is not a UMB employee (“Nonemployee”). This Procedure applies to all Nonemployees, including [Authorized Affiliate Employees](#). In addition, this Procedure applies to UMB [Employees](#) having responsibilities for the approval of Business Travel or Business Travel expense payments.
- II. This Procedure does not apply to:
 - A. UMB Employee Business Travel
 - B. business food/meal purchases
 - C. moving and relocation expenses
 - D. student academic travel
 - E. student trips funded by student organizations
 - F. research study participants

General Guidelines

- I. A [Nonemployee](#) is considered to be in [Travel Status](#) for UMB business only when the Business Travel has been authorized by a UMB Operational Unit and the Business Travel benefits UMB.
- II. All Nonemployees seeking payment for expenses must complete and sign the [Nonemployee Business Travel Certification Form \(NBTC\)](#). This form must be included with the travel expense payment request.
- III. Expenditures for Business Travel must be reasonable, necessary, and incurred to fulfill a bona fide business purpose of UMB. The reasonableness of an expense depends upon many relevant factors, including the business purpose of the Business Travel, the destination, and the duration of Business Travel.
- IV. Business Travel that is funded by a sponsor must comply with the terms of the grant or contract between the sponsor and UMB. It is the Operational Unit’s (school, division, department, etc.) responsibility to verify that sponsors permit use of funds for Business Travel expenses being charged to accounts supported by sponsor funds. Payments cannot exceed the limits set forth in this Procedure regardless of sponsor policies concerning travel expenses.
- V. Approval of Business Travel

- A. All Business Travel must be properly authorized prior to commencement of the travel.
- B. Operational Units may limit the amount of Business Travel funding for specific trips, or in general, at the discretion of the Operational Unit head or designee.
- C. The following types of Business Travel require pre-approval using the Travel Authorization Request (TAR). The TAR should be approved at least one business day prior to the start of the trip. TARs that include airfare should be fully approved at least 14 days prior to the departure date for Domestic Travel and at least 21 days prior to the departure date for International Travel. A fully approved TAR is required for booking airfare.
 - 1. Business Travel that includes airfare
 - 2. International Travel
 - 3. Any Business Travel that includes a car rental
 - 4. Lodging expenses charged to the Corporate Purchasing Card (“P-Card”)
- D. If the TAR is not fully approved prior to the departure date travel expense reimbursement forms related to the trip will be forwarded to the Chief Business and Financial Officer (CBFO) (or designee) for review.
- E. Approval procedures for other types of Business Travel not listed in Section V.C. above are established by individual Operational Units. Approval can be accomplished using the TAR.
- F. Operational Units may establish stricter procedures for approving Nonemployee Business Travel as needed.
- G. Operational Unit approvers may reject Business Travel requests, and subsequently may reject all or part of payment requests if the payment sought would be inconsistent with policy, exceed travel approvals and/or, available funding, or be contrary to any other communicated spending limits.
- H. Operational Units may deny payment requests for Business Travel that was not approved prior to the trip.
- I. It is the responsibility of each Travel Administrator (Primary or Delegate) to obtain the appropriate approvals for Business Travel requests and payments.
 - 1. Business Travel requests and payments must be approved by a person with fiscal authority for the funds used to pay for the Business Travel in accordance with [UMB](#)

[Policy VIII-14.00 \(A\) Policy on Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees](#). This approver cannot be a subordinate of the traveler. A student must also obtain approval to travel according to the academic policies (e.g. attendance) of the school in which the student is enrolled.

2. A traveler may not approve his or her own Business Travel or payment request.
 3. Approvers may not approve Business Travel requests or payments for family members or other individuals who appear to be closely related or have a non-UMB business or close personal connection to the approver.
- J. Approvers are authorized to approve only expenses allowable under UMB Policy VIII-11.00(A) and this Procedure.
- K. When obtaining approval for any Business Travel charged to UMB Funds, the traveler must:
1. Include **all** of the following information:
 - a. Detailed documentation explaining the UMB business purpose for the Business Travel. For example, the invitation, agenda, and/or itinerary for the trip must be submitted if available. This documentation should explain how the traveler's role (e.g. attendee, presenter) relates to the individual's job or UMB's mission.
 - b. List of the total estimated expenses for the trip.
 - c. Funding source (e.g. SOAPF or project ID).
 2. Obtain approvals as described in Section III.I above.
 3. Complete all procedures for International Travel approval prior to submitting a TAR. International Travel procedures include identification of high-risk destinations, completion of risk attestation forms, and approval for high-risk destinations prior to booking travel. More information can be found on the [Global Hub](#) website.
- VI. Payments for Business Travel expenses must comply with IRS regulations and related UMB policies and procedures. To qualify for payment, expenses must satisfy the IRS requirements for deductible expenses **and** must be UMB allowable expenses. Under extraordinary circumstances (e.g. health-related requirements, severe weather conditions), travel arrangements that result in higher costs may be allowable, and payments for costs normally disallowed may be approved. Written justification for the additional costs is required.

- VII. In order to exclude Business Travel payments from income, UMB must adhere to IRS rules for the tax treatment of Business Travel payments. Accordingly, all expenses must be:
- A. substantiated with the cost, date, name and address of the place, business purpose for the expense or the business benefit gained or expected to be gained, and the occupations or other information (such as names, titles, or other designations) about the recipients that shows their business relationship; AND
 - B. accounted for within a reasonable period of time. The IRS definition of reasonable period of time depends on the facts and circumstances of the situation. UMB requires submission of travel expenses for payment within 60 days after the date the Business Travel is completed (“Return Date”). Expense forms must be fully approved within 90 days after the Return Date. Travel expense forms that have not been fully approved within 90 days after the Return Date will be subject to Form 1099-MISC reporting.
- VIII. Payment requests submitted more than six months after the Return Date will not be paid.
- IX. The Office of the Controller (“OOTC”) will reject payment requests that include unallowable expenses. All Nonemployee travelers are encouraged to contact the Operational Unit’s Travel Administrator for assistance in determining allowable expenses, and to promptly submit requests for payment of allowable expenses. If a traveler wishes to request payment for expenses not described as UMB allowable expenses in these Procedures, the traveler should not delay a payment request for the UMB allowable expenses. Requests for exceptions to the Procedure and special travel payments should be submitted separately, and as soon as practicable after the Return Date, through the Operational Unit.
- X. Operational Units may establish additional requirements (e.g., procedures, forms, receipts) to meet their business operations and reporting needs. An Operational Unit’s requirements may supplement but may not replace those prescribed in this Procedure. Time limits set in this Procedure may not be extended (but can be shortened) by Operational Unit requirements. Operational Unit requirements must be consistent with IRS regulations and applicable USM and UMB policies.
- XI. Payment Methods
- A. Travel Management Company (“TMC”)
 - 1. Information on the UMB TMC (aka contracted travel agency) is available on the [OOTC website](#).
 - 2. Air and rail fares for a Nonemployee traveler traveling on behalf of UMB may be booked through the TMC and billed directly to UMB or paid by the traveler.

3. Other expenses booked through the TMC, such as hotel and car rental, or travel arrangements for persons accompanying a Nonemployee traveler who are not themselves traveling on behalf of UMB, must be paid by the traveler.

B. Personal Funds

1. Authorized expenses paid with personal funds may be reimbursed up to the approved amount allowed by UMB policy
2. Reimbursements for meals and private auto Mileage are paid using established rates. Refer to [Section XII. Lodging, Transportation, Meals, and Other Expenses](#) for additional information.
3. Reimbursements for hotel, car rental, and other expenses require sufficient supporting documentation, such as itemized receipts and proof of payment. Refer to [Section XVII. Documentation](#) for additional information.
4. Reimbursements for all trip related expenses will be processed via NONPO invoice after the trip Return Date.

XII. Lodging, Transportation, Meals, and Other Expenses

A. Lodging

1. Payment for costs of overnight Lodging may be appropriate under one of the following conditions:
 - a. Travel destination is more than 50 miles from the traveler's starting point;
 - b. A business event at the travel destination begins before 8:00 AM and the individual is in Travel Status for at least 12 hours; the traveler may secure overnight Lodging the night before the business event.
 - c. A business event ends after 8:00 PM and the traveler is in Travel Status for at least 12 hours; the traveler may secure overnight Lodging the night following the business event.
2. [Lodging](#) expenses must be reasonable and necessary to meet the purpose for the Business Travel. There are two main types of Lodging:
 - a. Conventional lodging – commercial properties (e.g. hotel or motel).

- b. Nonconventional lodging - private house, condominium, or apartment rentals made available to the public by the owner through various platforms (e.g. Airbnb, VRBO, Expedia, boarding rooms).
3. Due to fire and safety risks, conventional lodging is preferred.
4. Travelers are encouraged to review the accommodations for safety features such as smoke and carbon monoxide alarms, fire extinguishers, first aid kits, ADA accommodations, and door locks. In addition, the traveler should review cancellation terms.
5. Nonconventional lodging may be appropriate under one of the following conditions:
 - a. Conventional lodging is not available.
 - b. The duration of the stay exceeds seven nights.
 - c. A group of travelers staying together in one unit.
6. Nonconventional lodging requires:
 - a. The traveler has rented the entire property (shared rooms, couch-surfing, etc. are not permitted).
 - b. Verification of property safety features and acknowledgment of risk. This acknowledgment is completed using the [Nonconventional Lodging Attestation form](#).
 - c. The property has an overall positive rating with a least five reviews.
 - d. Booking and payment must be made through the lodging website.
 - e. Use of the property is solely for work-related purposes.
7. Due to safety concerns, travelers should avoid nonconventional lodging located on the ground floor or above the seventh floor in apartment-style buildings when possible.
8. It is highly recommended that nonconventional lodging arrangements in high-risk countries are reviewed by International Operations to assess risk prior to booking.

9. Lodging expenses will not be paid if the Lodging is for personal preference or convenience. Lodging expenses will be treated as reasonable and necessary business expenses if:
 - a. The Lodging is necessary for the individual to participate fully in or be available for a bona fide business meeting, conference, training activity, networking reception, or other business function, or the individual is required to remain at the activity or function overnight; and
 - b. The Lodging is not lavish or extravagant under the circumstances and does not provide any significant element of personal pleasure, recreation, or benefit.
10. In special circumstances (e.g. severe weather, health or safety concerns) Lodging may be requested for business trips less than 50 miles from the traveler's starting point.
11. Lodging expenses are paid at the standard room rate charged by the facility and the related taxes. [Federal per diem rates](#) are used as guidelines to determine reasonableness. Rates that exceed the federal per diem rates may require documented justification.
12. Groups may elect to share a suite or other arrangements that result in a lower cost to UMB.
13. Payment Methods for Lodging Expenses
 - a. Personal Funds
Travelers using [personal funds](#) make their own Lodging arrangements and should take advantage of USM, state government, UMB and meeting/conference discount rates whenever possible.
 - b. Corporate Purchasing Card (P-Card)
 - i. Departments may authorize the use of the P-Card to pay for Lodging expenses. Only allowable room charges may be paid with the P-Card. The P-Card may not be used to pay for additional charges on the Lodging bill (e.g. room service, meals, beverages, laundry, Internet).
 - ii. A fully approved TAR is required **prior to using the P-Card** and must be filed with the P-Card holder's P-Card records.
 - iii. Lodging expenses paid by the P-Card must comply with Travel and Procurement Policies and Procedures.

- iv. Departments should use caution when utilizing the P-Card to safeguard against unauthorized use and charges.
- v. P-Card charges that are not in accordance with this Procedure and related Policies must be reimbursed to UMB from external funds (e.g. personal funds, Foundation).
- vi. It is recommended that departments implement additional P-Card procedures that include internal controls and consequences for non-compliance (e.g. revocation) as needed.
- vii. The P-Card should not be used for any travel-related expenses other than Lodging or car rental as described in this Procedure.

B. Transportation

1. Air or rail transportation

- a. Airfare must be booked through Concur (i.e. using the UMB TMC) and should be the least expensive logical fare via the most direct route. Airfare may be billed directly to UMB or paid with personal funds.
- b. Arrangements that exceed reasonable fares require written justification to support the additional costs. Payment requests for unreasonable or excessive costs may be denied.
- c. All federally funded air travel must be in accordance with the [Fly America Act](#) which requires the traveler to use an American flag carrier airline unless an [Open Skies Air Transportation Agreement](#) applies. Additional information is available through [Sponsored Programs Administration \(SPA\)](#).
- d. Air and travel exceeding coach/economy class may be paid under the following conditions:
 - i. When necessary because it is the only service offered between two points.
 - ii. When work-related schedules, routing changes, or cancellation of service make such travel necessary.
 - iii. Where the origin and/or destination is outside the continental United States, and the scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours.

- iv. When such accommodations are necessary as reasonable accommodations of an individual's condition.
 - v. Written justification for the additional costs is required.
 - vi. First class airfare is not allowed.
 - e. UMB does not reimburse for tickets purchased:
 - i. with frequent flier miles. However, UMB will reimburse the taxes, fees, and ancillary charges for tickets purchased with frequent flier miles.
 - ii. on an auction website.
 - f. Generally, additional fees (excluding food and meals) that are imposed by an air carrier are reimbursable if reasonably necessary for the Business Travel. See Allowable Expenses.
2. Rail transportation
- a. Travelers are expected to purchase the least expensive logical fare via the most direct route. Rail transportation may be booked through Concur and billed directly to UMB or may be paid with personal funds. Rail transportation booked outside of Concur (e.g. online, directly through provider) must be paid using personal funds. When personal funds are used, reimbursements cannot be submitted until after returning from the trip.
 - b. Arrangements that exceed reasonable fares require written justification to support the additional costs. Payment requests for unreasonable or excessive costs may be denied.
 - c. When using personal funds travelers should carefully evaluate the purchase details and compare fares with TMC fares to determine the best pricing. Travelers should be aware that many online purchases are non-refundable, may not be changed without penalties, or may include additional fees. Similarly, the TMC may charge additional fees for services to change travel plans and may pass through fees charged by rail ticket issuers. When travel plans are uncertain or likely to change, the comparative costs of potential ticketing changes should be considered when choosing the method to secure tickets and reservations.
3. Car and Driver Services (Taxis)
- a. Expenses for standard car services are allowable. A standard car service utilizes an economy-class car that usually seats four people, including the driver. Hired cars that exceed the amount of an economy-class car will be reimbursed at the

economy rate. Examples of hired cars that exceed economy-class include, but are not limited to:

- i. Limousines and similar services (e.g. ExecuCar, All Stretched Out)
 - ii. Chauffer and similar services (e.g. Dryver, Premier Private)
 - iii. Upgraded services (e.g. UberXL, UberSELECT, Lyft Plus, Lyft Premier)
- b. Fees charged for excessive wait times may be denied.
 - c. Tips should be reasonable and not exceed 20% of the fare.
 - d. Receipts are required and must include the amount of the tip.
 - e. Transportation of vehicles, including U.S. driving services and shipment, are not reimbursable as a travel expense.
 - f. A group of travelers on UMB business are encouraged to share transportation. The vehicle used must be the equivalent of an economy-class car. A standard van, or other vehicle that results in a comparable per-passenger fare, is acceptable. Hotel or conference-facility courtesy transportation should be used when available.
4. Use of personal vehicle
- a. Any person driving a personal vehicle on approved travel must have a valid driver's license.
 - b. Nonemployees who use a personal car for business purposes must have sufficient insurance coverage as required by the state in which the Nonemployee resides for the Nonemployee's protection and protection of any passengers and cargo. The Nonemployee is responsible for vehicle damage, liability, or other expenses incurred. Nonemployees may be required to submit evidence of insurance. See [Section XIII Traveler's Insurance Coverage](#) for additional information on car insurance.
 - c. The use of a personal vehicle will be reimbursed at the Mileage rate in effect at the time of travel. Current rates are published on the [OOTC Travel](#) website.
 - d. Mileage will not be reimbursed for trips less than one mile each way.
 - e. Mileage should be rounded up or down to the nearest whole mile.

- f. Mileage reimbursement requests must include a printout from a reliable website showing the Mileage.
5. Car rentals
 - a. Nonemployees may rent cars or utilize car sharing services (e.g. Zipcar) for Business Travel when other means of transportation are unavailable, more costly, or impractical. Any Business Travel that includes a car rental or car sharing must be pre-approved using a TAR.
 - b. Car rentals and car sharing will be reimbursed for the least expensive car which will accommodate the trip requirements. The traveler should take advantage of USM, state, and UMB vendor discount rates listed on the [OOTC Travel](#) website.
 - c. Reimbursements are made for the vehicle and gas expenses as evidenced by receipts. Mileage reimbursement is not available.
 - d. See [Section XIII Traveler's Insurance Coverage](#) for information on insurance requirements.
 - e. Operational units have the authority to deny vehicle rental for Business Travel.
 6. The settlement of any fines or penalties imposed for traffic, parking, or other violations is the responsibility of the individual and cannot be claimed for reimbursement.
- C. Parking
 1. Travelers must utilize low-cost, daily or long-term parking facilities when available.
 - a. Airport and Train Stations
 - i. Receipts are required.
 - ii. Receipts for hourly parking facilities and valet parking will be reimbursed at the lower, daily rate. The State will reject submissions that include the hourly rate. If the traveler uses hourly parking, the daily rate must be entered on the NBTC and the NONPO invoice; and, the receipt should be adjusted to reflect the daily rate.
 - b. Parking Meters and Pay-as-You-Park Stations
 - i. Expenses incurred for parking meters and pay-as-you-park stations located at the travel destination may be reimbursable. Expenses should reasonably correlate to the time and length of the meeting, presentation, etc.

- ii. Receipts are required for pay-as-you-park stations.
 2. Nonemployees will not be reimbursed for charges incurred for using University parking facilities if their [primary worksite](#) is located adjacent to or on the UMB main campus or other UMB location.
- D. Meals
1. Meals are only reimbursed for overnight trips.
 2. The maximum allowable reimbursement for Domestic Travel personal meals is the standard meal rate published on the [U.S. General Services \(GSA\) website](#) and is based on the location of the work activities, as evidenced in the agenda; or based on the Lodging, as evidenced on the Lodging receipts. If the work activity and/or Lodging occurs in a city or county designated as a high-cost area by the GSA, travelers may select whether to use the location of work activities method or the location of the Lodging method when determining the high cost rate. However, the traveler may not select both methods. Only one method may be used for the entire trip.
 3. Per diem rates for Alaska, Hawaii, and U.S. territories are published on the [Department of Defense](#) (DoD) website.
 4. The maximum allowable reimbursement for International Travel personal meals is the applicable [U.S. Department of State Meal Rate](#). The meal rate for International Travel is determined by the location of the work activities based on the agenda or by the location of the Lodging based on Lodging receipts. The same method for determining the rates must be consistently used throughout the trip.
 5. Domestic and international personal meal reimbursements are allowable for a partial day's travel on the day of departure and on the day of return when travel includes an overnight stay. The amount paid is equal to 75% of the daily meal rate.
 6. When work activities or Lodging are in multiple locations, the traveler may be reimbursed at the highest meal rate for any location where the traveler required a meal at a customary meal hour or at other times as dictated by travel schedules. The same rate must be used for an entire day.
 7. Meal rates published by the GSA, DoD, and U.S. Department of State are maximums and should not be considered entitlements. Operational Units have the authority to reduce payments based on availability of funds, availability of lower cost alternatives, specific requirements of funding sources, or reasonableness.

Operational Units may request travelers to submit receipts to support meal expenses.

8. Meal reimbursements cannot exceed the amounts allowed.
9. When International Travel is in excess of 30 consecutive days in one location and the Lodging includes a kitchen(ette), grocery purchases may be more cost-efficient than restaurant dining. In these instances the meal reimbursement should be at 50% of the applicable daily meal rate.
10. Personal meal reimbursements will not be made when meals are included under other expenses already reimbursed, such as part of a conference registration fee, free hotel breakfasts, or in-flight meals. If a traveler needs to purchase a meal due to certain circumstances (e.g. dietary needs, flight schedules cause the traveler to miss a provided meal), the traveler must provide an explanation and receipts for the meals that were purchased. The cost of meals offered as part of a conference registration is allowable even if the cost exceeds the standard meal rate for the conference location.

E. Other Expenses

Other allowable business expenses are listed in the table below.

Miscellaneous Travel Expenses	Receipt required?
Reasonable expenses for ground transportation to and from airports, railroad stations, hotels and meeting places ¹ :	
Taxis, shuttles, etc.	Yes
Local buses, subways	No
Parking fees: Parking lots ²	Yes
Parking meters	No
Bridge or highway tolls ³	Yes
Telephone calls necessary to obtain transportation, hotel reservations, and other travel arrangements	Yes
Telephone calls allowing travelers to stay in reasonable contact with their office or family. Airtime and SIM card purchases for international travel.	Yes

Miscellaneous Travel Expenses	Receipt required?
Laundry/valet services when the traveler is required to be in Travel Status over one week. Applies to domestic travel only. (Laundry expenses for international travel are included in the international per diem and are not separately eligible for reimbursement when per diems are claimed).	Yes
Registration fees charged by organizations for attendance at conventions, conferences and workshops, not paid in advance by UMB	Yes
Visas/Passports ^{4, 5}	Yes
Inoculations or other required prophylactic medicines ^{4,5}	Yes
Photographs for travel documents ^{4, 5}	Yes
Foreign currency transaction fees ^{4,5}	Yes
Internet services to conduct university business	Yes
GPS units in rental vehicles ⁶	Yes
Airline fees for extra leg room requests	Yes
Airline fees for early check-in	Yes
Airline baggage fees	Yes
Business Center costs up to \$50 – administrative services for business purposes such as copying and faxing documents, etc. ⁷	Yes

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

F. Unallowable Expenses

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

1. Travel expenses for relatives, friends, companions, or pets.
2. Childcare, pet boarding, or house-sitting expenses.
3. Travel expenses incurred for personal convenience or preference, or otherwise not required to fulfill the business purpose of the travel.
4. Fees incurred to fulfill personal requests (e.g. aisle seat).
5. Magazines and newspapers.
6. Personal entertainment (includes, but not limited to movies, saunas, massages, etc.).
7. Hourly parking at airports and train stations. See Section XII.C. – [Parking](#).
8. Fees for fines, traffic citations, parking tickets.

9. Tips for porters, bellhops, and maid service.
10. Additional car insurance.
11. First class airfare.
12. Airfare purchased using frequent flyer miles.
13. Additional flight insurance.
14. Lost baggage.
15. Travel upgrade fees.
16. Airport lounges and day rooms.
17. Airline, car, and travel card membership dues and club fees.
18. Trusted Traveler Programs and similar services (e.g. TSA Precheck, Global Entry and Clear)
19. Lost or stolen tickets, cash, or property.
20. Costs incurred by unreasonable failure to cancel transportation or hotel reservations.
21. Room upgrades.
22. Fees related to hotel late check-out for personal reasons.
23. Food, beverages, and snacks in excess of per diem meal rates.
24. Alcoholic beverages.
25. Expenses for travel reimbursed to the traveler or directly paid by the UMB Foundation, an [Authorized Affiliated Entity](#), or any other organization (e.g. host organization).
26. Personal meals for one-day trips. However, a business meal may be reimbursable. A business meal is a meal for one or more UMB Employees with one or more non-UMB Employees generally held in a restaurant where the business purpose is clearly identified. Refer to the UMB Policy on [Food and Business Meals Expense](#) and [OOTC Procedure – Food and Business Meals Expense](#) for additional guidance.

XIII. Traveler's Insurance Coverage

A. Provided by the State of Maryland

1. Air travel coverage
Visit the [Enterprise Risk Management \(ERM\) Air Travel Coverage](#) webpage for detailed information about air travel personal injury coverage available through the State.
2. Domestic car rental insurance
 - a. State of Maryland Employees ("State Employees")
 - i. State Employees are covered under the State's insurance.

- ii. When renting vehicles for UMB business, sign the contract with the driver's name and UNIVERSITY OF MARYLAND, BALTIMORE/STATE OF MARYLAND.
- iii. Collision Damage Waiver and Loss Damage Waiver
 - State Employees should not purchase Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) for vehicle rentals used solely within the State of Maryland.
 - State Employees should check their personal auto insurance policy to ensure adequate coverage.
 - State Employees renting vehicles in the State of Maryland or in other states for operation outside Maryland are not covered under the Maryland Tort Claims Act for liability claims relating to vehicle operation out of state, and the rental vehicles may not be covered for damage caused by other drivers. Therefore, a State Employee renting a vehicle for travel outside Maryland must rely on personal auto insurance or separately purchased vehicle insurance. UMB will not reimburse for insurance purchased for out of state vehicle rentals.
 - UMB will not reimburse State Employees for the cost of insurance for personal vehicles; this applies to liability coverage and all other coverages. However, State Employees may be reimbursed for vehicle rental CDW for foreign rentals (outside the 50 states).
 - State Employees who do not own a car and do not have automobile insurance should visit the [ERM Domestic Car Rental Insurance](#) webpage for more information.
 - The UMB Operational Unit funding the travel will be responsible for the first \$1,000 of property damage to a UMB car or a rental car not covered by commercial insurance or the State's insurance program.
- b. Nonemployees who are not employed by the State of Maryland ("Other Nonemployees")
 - i. Other Nonemployees are not covered under the State's insurance and must rely on their individual insurance for adequate coverage. Individual insurance must be at least the minimum amount required by the laws in the state where the nonemployee resides or insures a personal vehicle.

ii. Other Nonemployees will be reimbursed for additional insurance purchased to rent a car.

c. Visit the [ERM Domestic Car Rental Insurance](#) webpage for detailed information.

B. Provided by UMB

1. International Business Travel Accident Insurance may be provided to Nonemployees at no charge. Nonemployees should verify coverage through ERM.
2. For additional information regarding International Travel insurance and coverage requirements, contact the school's International Travel administrator or ERM.
3. UMB will not reimburse travelers for the purchase of additional International Travel insurance.
4. Contact [ERM](#) to file a claim under the insurance plans listed in this section.

XIV. Additional Requirements for International Business Travel

The following additional guidelines and requirements apply to International Travel:

- A. Visit the [Global Hub](#) for detailed information on International Travel.
- B. Travelers who are U.S. citizens are advised to also register their International Business Travel with the [U.S. Department of State](#) and non-U.S. citizens should register with their country's embassy in the country to which they will travel.
- C. Visa and Immunization Requirements
 1. Travelers are responsible for complying with all visa and immunization requirements, laws and regulations of the country they are traveling to including obtaining and maintaining any visas, permits, and immunizations required for International Travel.
 2. Travelers should obtain a passport, check visa requirements and consult with UMB's [Travelers' Clinic](#) and the CDC for immunization and travel health recommendations well in advance of departure.
 3. Travelers should obtain a passport, check visa requirements, and consult with the Travelers' Clinic and the CDC for immunization and travel health recommendations well in advance of departure.
 4. The TMC provides visa and passport processing.

5. Costs of visas, immunizations, and other permits required for International Travel may be reimbursable in accordance with [Section XII E](#), and included in the travel expense reimbursement along with receipts and supporting documentation.
6. Travelers may be required to reimburse UMB, or be denied reimbursements for expenses paid with personal funds, for additional costs or trip cancellations resulting from failure to comply with visa/immunization requirements.

D. Use of Personal Vehicles and Vehicle Rentals

1. Travelers are strongly discouraged from driving vehicles while in foreign countries. Operational Units have the authority to disapprove requests for vehicle rental during business travel in foreign countries.
2. It is highly recommended that travelers requiring transportation in foreign countries engage a car and a driver from a reputable company. This will ensure that the driver and vehicle are sufficiently insured and the traveler is compliant with UMB policies. UMB discourages hiring drivers as independent contractors.
3. UMB recognizes that in some instances customer-driven vehicle rental in a foreign country is necessary to accomplish the business purpose of the trip. Travelers who have Operational Unit approval to drive a vehicle in a foreign country are responsible for:
 - a. ensuring that they have adequate insurance coverage for the country.
 - b. ensuring that they have a country driver's license or an international driving permit.
 - c. ensuring that they are fully versed in traffic laws, violation penalties, litigation processes, and local cultural norms concerning motor vehicle operation by non-residents of the country in which they are traveling.
 - d. obtaining adequate personal liability insurance and other insurance in the host country to cover risks of liabilities to passengers, pedestrians, and owners, operators and passengers of other vehicles, as well as costs of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws in the host country.
 - e. if possible, noting in rental paperwork that the rental is for UMB business purposes.

E. International Travel Warnings

1. Travelers should monitor and abide by the security updates and guidance from [UMB's International SOS](#) service pertaining to their travel itinerary. Visit the [International Travel](#) site for access to International SOS resources.

2. Travelers should regularly review the U.S. Department of State's travel advisories both when planning for travel and prior to departure. Travelers can request automatic updates and alerts from the International SOS registry system.

F. Translations and Conversions

1. The traveler is responsible for providing an English translation/explanation for all receipts written in a foreign language. The translation/explanation should provide:
 - a. an identification of the type of expenditure (i.e. Lodging, transportation, etc.)
 - b. a general description of the items included on the receipt (e.g. taxi)
 - c. the name of the vendor and address
 - d. the date and time
 - e. the amount converted to US dollars
2. Travelers should submit foreign currency exchange receipts or a bank statement detailing the transaction so the exchange rate for the transaction date can be applied to the reimbursement amount. If receipts or bank statements are not available, the online foreign currency conversion tool webpage may be used.

XV. Business Travel Combined with Personal Travel

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

- F. For trips that include airfare, this information must be provided on the TAR and personal expenses must be paid at the time of booking through Concur or reimbursed to UMB if charged to UMB. Failure to provide the separate documentation may result in the disallowance of the entire cost.
- G. Any personal expenses charged to UMB Funds via the TMC, P-Card, or reimbursement are not allowed and must be reimbursed to UMB.

XVI. Cancellations

- 1. If travel must be canceled, the traveler must use reasonable efforts to recover any fares, registration fees, or other expense paid in advance of the travel.
- 2. If the traveler has already received reimbursement from UMB for any payments, or payments have been made by UMB on behalf of the traveler, documentation of the expense recovery attempts and responses must be submitted and any recovered funds must be returned to UMB. The reason for cancellation must be included in the documentation.
- 3. If the traveler wishes to request reimbursement for nonrefundable expenses incurred in relation to cancelled travel, documentation of the expense recovery attempts and responses must be submitted with the NONPO invoice. The reason for cancellation must be included in the documentation.

XVII. Documentation

- A. Travelers attending a conference or seminar must submit a copy of the agenda, or invitation, with the [TAR](#) and the NONPO invoice.
- B. Adequate documentation for travel expense payments must include:
 - 1. Reference to the approved TAR for trips that require a TAR. (This information should already have been processed in the travel system before the trip).
 - 2. Itemized receipts, except for meals and Mileage to support actual costs incurred and paid. It is not sufficient to submit only the credit card receipt showing the total charged. Receipts emailed by vendors to the traveler may be used if they contain required information.
 - 3. If the amounts on the receipts are adjusted to remove any charges incurred for a traveling companion, or any other unallowable expenses, then any corresponding tax and tips must be deducted from the amount of the receipts.

4. Signed [Nonemployee Business Travel Certification \(NBTC\)](#) form.
 - C. Nonemployee travel expense reimbursements are processed via NONPO invoice. Receipts and supporting documentation are uploaded to the [NONPO web form](#). Detailed instructions for submitting Nonemployee travel expense reimbursements are provided in [How to Enter Travel Request Forms and Submit Expense Reimbursement Requests for Nonemployee Travelers](#).
 - D. Payment requests that are not properly documented and/or that seek payment that is not allowed will be recycled with comments noting what matters require attention. Approvable parts of the requests should be separated and resubmitted for payment processing.
- XVIII. A traveler who pays for another traveler's costs must include the other traveler's name and TAR number (if applicable) with the NONPO invoice. Only the person who pays for the costs will be reimbursed. Individuals should use caution when paying expenses of other travelers. The individual paying expenses bears the risk that expenses will not be reimbursed and the risk that reimbursement of another person's expenses may be treated for tax purposes as wages (i.e. reported to the IRS on Form 1099-MISC) to the individual who paid the expenses.
- XIX. Trips involving multiple travelers who share expenses will be reimbursed to the traveler(s) who paid the expenses as designated on the reimbursement request(s), not to exceed the total cost of the trip. Travelers sharing expenses are encouraged to obtain separate receipts and submit separate claims for payment of expenses by UMB.
- XX. IRS regulations govern the tax treatment of payments. UMB will defer to the effective IRS regulations to determine the tax treatment of payments made to Nonemployees.
- XXI. Questions? Email travelhelp@umaryland.edu or contact the Travel Coordinator at 410-706-6527.

Procedures

- I. Making Reservations and Ticketing
 - A. A TAR is required for Nonemployees when booking travel through the TMC, when the Nonemployee is traveling to or from a foreign country, renting a car, or when the PCard is used for Lodging.
 - B. Travelers should wait until a TAR is approved before making reservations.

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

- TMC. If personal funds are used, the reimbursement request can only be submitted after the traveler returns from the trip.
4. When searching for flights, travelers should consider cost-saving alternatives, such as early morning travel, non-refundable fares, USM preferred providers, or other incentives.
 5. The traveler may choose to use the “Agent Assist” option in Concur to speak with a travel agent. There is an additional fee to speak with the agent.
 6. If booking is completed directly with a travel agent, request the following information from the travel agent:
 - a. Verify the airfare.
 - i. Is the airfare non-refundable?
 - ii. What are the restrictions or change and cancellation penalties?
 - b. Ask the travel agent to recap the itinerary, paying close attention to the dates and times of travel.
 - c. Note the travel agent’s name. If email is used to communicate with the agent, retain the email.
 - d. Verify travel to a foreign country is by an approved US air carrier as required by the [Fly America Act](#) or in the [Open Skies Agreement](#). All federally funded air travel must be in accordance with the Fly America Act. Additional information is available through [Sponsored Programs Administration \(SPA\)](#).
 7. Contact the TMC to cancel or change a travel reservation. The Employee must also contact the Operational Unit as soon as possible (preferably before contacting the TMC) when changes or cancellations are made through the TMC. Because changes that include re-routing through a high risk country may require new attestation forms, contact [International Travel](#) to determine additional documentation requirements. For changes in Domestic or International Travel, a new TAR may be required based on the circumstances for the change. The TMC and the Operational Unit will determine whether a new TAR is required.
 8. The TMC is expected to provide the following services to UMB employees under the terms of agency contract with UMB:
 - a. Guaranteed lowest applicable airfare at the time of booking.

- b. A toll-free telephone line during normal business hours. A telephone counselor is available for emergency travel assistance 24-hours, seven days a week.
 - c. Arrangements for hotel reservations and car rental services. However, these services must be paid by the traveler.
 - d. Visa and passport processing.
- L. Purchases made with personal funds
- 1. Personal funds can be used to pay any travel-related expenses.
 - 2. Complete a TAR and obtain all required approvals.
 - 3. Shop online or by phone to find the least expensive offer(s) for hotel and car rental.
 - 4. Inquire about possible USM, state, and UMB vendor discount rates, as well as discounts available through personal credit card issuers, affinity groups (e.g., AAA, ARRP), and professional societies and memberships.
 - 5. Provide a personal credit card for payment.
 - 6. Retain itinerary and all receipts.
 - 7. Upon return, immediately complete the TER to request reimbursement.
 - 8. Expenses paid prior to travel cannot be reimbursed prior to travel.
- M. P-Card
- 1. A P-Card can only be used to pay hotel room and rental car charges. Only the standard room rate and least expensive car which will accommodate the trip requirements, along with the associated tax, may be charged to a P-Card.
 - 2. A fully approved TAR is required prior to making charges on the P-Card.
 - 3. No one other than the designated cardholder is authorized to use the P-Card for any purpose.
 - 4. When making lodging reservations request a Credit Card Authorization Form from the hotel. The cardholder selects the appropriate box (e.g. room and tax), signs the form, and returns the form to the hotel. The cardholder is responsible for ensuring that the rate stated on the form does not exceed the standard room rate before signing the form. If the rate exceeds the standard room rate, a written explanation

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

5. The cardholder must retain the hotel, car receipts, and the TAR with the P-Card records.
6. The traveler or Travel Administrator must include a note on the on the NBTC form indicating that room and car rental were charged to the P-Card.

II. Concur System

- A. Concur is used to process TARs. System information, forms, and training are available through the [Business Applications- Concur website](#).
- B. Concur is accessed through the MyUMB portal.
- C. The [User Authorization Form](#) is used to assign Travel Administrator and Cost Center Approval roles in Concur.
- D. Roles
 1. Primary Travel Administrator
 - a. Each Operational Unit must have at one Primary Travel Administrator.
 - b. Reviews all TARs and TERs to ensure compliance with [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
 - c. Assigns Travel Administrator Delegates.
 2. Travel Administrator Delegate
 - a. Acts on behalf of the Primary Travel Administrator.
 - b. Reviews all TARs and NBTC and/or NONPOs to ensure compliance with [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
 3. Primary Cost Center Approver
 - a. Each Operational Unit must have one Primary Cost Center Approver.
 - b. Authorizes the appropriate funding source for the travel.
 - c. Ensures funding is available.
 - d. Certifies travel plans and expenses adhere to [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
 - e. Certifies expenditures are appropriate and allowable business expenses.
 4. Cost Center Approver Delegate

- a. Acts on behalf of the Primary Cost Center Approver.
 - b. Authorizes the appropriate funding source for the travel.
 - c. Ensures funding is available.
 - d. Certifies travel plans and expenses adhere to [UMB Policy VIII-11.00\(A\) Business Travel for UMB Employees and Nonemployees](#) and this Procedure.
 - e. Certifies expenditures are appropriate and allowable business expenses.
5. International Approver
- a. Certifies travel plans to high risk countries comply with UMB policy VIII-11.00(A) Business Travel for UMB Employees and Nonemployees and this Procedure and [International Travel](#) policies and procedures.
 - b. Certifies expenditures are appropriate and allowable business expenses.
6. Office of the Controller Travel Approver
- a. Reviews submitted forms for accuracy, completeness, and compliance with UMB policy VIII-11.00(A) Business Travel for UMB Employees and Nonemployees and this Procedure.
 - b. Recycles deficient forms to the Operational Unit.
 - c. Approves and processes forms for reimbursement through OOTC-Accounts Payable (OOTC-AP).
 - d. Prepares the journal entry to distribute to Operational Units the air travel charges received from the TMC.
- E. Travel Authorization Request (TAR)
1. The TAR is completed by the Travel Administrator as soon as the travel plans are known and prior to making travel arrangements. In extraordinary circumstances which prevent the traveler from submitting a TAR, the traveler must include a detailed explanation for the delay and the reimbursement will be routed to the CBFO or designee for approval.
 2. The purpose of travel must include sufficient details describing how the trip relates to at least one of the following:
 - a. A UMB function
 - b. UMB mission
 3. Cost Center Approvers for all Operational Units that own the funding sources listed on the TAR are required to approve the TAR.
 4. A TR is not considered approved until all approvers have approved it.

F. NONPO Invoice

1. The NONPO invoice is completed by the Travel Administrator, or other designated individual, as soon as the traveler returns, but no later than 60 days after the Return. In extraordinary circumstances which prevent the traveler from submitting a NONPO invoice timely, the traveler must include a detailed explanation for the delay.
2. After 60 days, the NONPO invoice is considered late. The [Late Submission Form](#) is required. Payments of expenses for submissions that have not been submitted within 60 days after the Return Date may be treated as taxable compensation to the recipient. Administrative errors, staff shortages, or other operational issues are not acceptable reasons for an exception to the IRS accountable plan rules.
3. The person who initiates the NONPO invoice is responsible for monitoring the invoice through the approval process and communicating with the traveler and approvers to correct outstanding issues.
4. The purpose of travel must include sufficient details describing how the trip relates to at least one of the following:
 - a. A UMB function
 - b. UMB mission
5. Receipts must be uploaded to the [NONPO invoice webform](#). If receipts are not received within two weeks of submitting the NONPO invoice, the NONPO invoice will be recycled to the department.
6. A signed [NBTC](#) form must be included with the NONPO documentation.

RESPONSIBILITIES

I. Travelers

- A. Obtain permission to travel on behalf of UMB prior to commencement of the travel.
- B. Minimize travel costs.
- C. Ensure travel plans and expenses adhere to all policies and procedures.
- D. Work with Operational Unit personnel to prepare the appropriate travel forms.
- E. Obtain and submit receipts for all business expenses as required by UMB policy and this procedure.

- F. Ensure payment requests are for bona fide (legitimate) business expenses and represent appropriate use of UMB Funds.
- G. Complete the Nonemployee Business Travel Certification (NBTC) form to certify submitted expenses are allowable, accurate, justified, have not been previously paid by UMB, and will not be paid by another entity.
- H. Submit receipts and the NBTC form within 60 days of the Return Date.

II. Operational Units

- A. Assign Concur System roles to appropriate personnel of Operational Units.
- B. Timely and properly evaluate and approve Business Travel requests.
- C. Ensure that Business Travel expenses have a documented bona fide business purpose, comply with state, USM, and UMB policies, and are expected to have a benefit to UMB that makes the costs an effective use of UMB resources.
- D. Ensure that Business Travel requests and payments are approved timely by a Travel Approver with fiscal authority for the funds used to pay for the Business Travel in accordance with [UMB policy VIII – 14.00\(A\) Approval, Payment and Reimbursement of Personal Business Related Expenses of UMB Employees](#).
- E. Ensure Business Travel funded by a sponsor complies with the terms of the sponsor's contract and amounts do not exceed the limits established by this Procedure.
- F. Verify all receipts and supporting documentation are attached to the appropriate forms.
- G. Reconcile the NONPO invoice with the TAR to ensure that the actual trip details are consistent with the original TAR; explain any inconsistencies with the NONPO invoice.
- H. Utilize authority to limit the amount of reimbursement or payments based on the availability of funds, availability of lower cost alternatives, specific requirements of funding sources, or reasonableness.
- I. The person who initiates the NONPO invoice is responsible for monitoring the NONPO invoice through the approval process and communicating with the traveler and approvers to correct outstanding issues.

III. Office of the Controller

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

DEFINITIONS and TERMS

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

Business Travel - A trip undertaken for work or business purposes of UMB. A [Nonemployee](#) is considered to be in [Travel Status](#) for UMB business only when the Business Travel has been authorized by a UMB Operational Unit and the Business Travel benefits UMB.

Domestic Travel - A business trip that originates and ends in the United States, including the District of Columbia, all 50 states, and U.S. Territories.

Employee - Includes (but is not limited to) all types (regular, contingent I and contingent II) and classes (faculty, staff, students, post-doctoral fellows) of individuals who receive compensation from UMB through the State of Maryland Central Payroll Bureau.

GSA - U. S. General Services Administration

International Travel - Travel with a departure from, transit through, or destination outside the United States and U.S. Territories.

IRS Accountable Plan - A method for making payments to Employees, or on behalf of Employees, for business expenses that complies with IRS regulations. If the IRS rules for an IRS Accountable Plan are followed, then payments made to Employees or to a third party on behalf of the Employee, are not required to be treated as taxable income.

Lodging - Appropriate overnight accommodations for the type of Business Travel. The accommodations must be reasonable and typically are standard rooms.

Mileage - Refers to personal auto Mileage. Mileage is determined from the traveler's origination to the traveler's destination.

Nonemployee - An individual who does not receive wages through the UMB payroll system. Examples include employees of UMB affiliates, guest speakers, research partners, students, visitors, and prospective employees.

Operational Unit - Schools, divisions, departments, etc.

Primary Worksite - A location, on or adjacent to the UMB main campus or another site used by UMB or Nonemployees on a daily basis, where the nonemployee is assigned to work a majority of the time during a workweek. Telework locations are not considered primary worksites. A nonemployee's costs to park in order to work at a Primary Worksite are not considered travel expenses and are not reimbursable.

Return Date - The date the Business Travel is completed.

TAR - Travel Authorization Request

TER - Travel Expense Request

TMC – Travel Management Company

Travel Status - The work status of an individual while traveling on UMB business.

UMB Funds - All funds administered by UMB, regardless of fund source. UMB Funds include State appropriated general funds, tuition, fees, other income, auxiliary funds, revolving/discretionary funds, Designated Research Initiative Funds, gifts, contract or grant revenues, and other restricted funds.

Exceptions

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

Exceptions to these procedures must be approved in writing by the University Controller (UC) in the Office of the Controller. All requests must be submitted to the UC using the Policy or

Procedure Exception Request Form available on the [Office of the Controller website](#). The request must be signed/e-mailed by the Department Head or designee.

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

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

Related Training and Guidance

I. Related Policies and Procedures

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

II. Resources

- A. [Office of the Controller Travel Website](#)
- B. [Global Hub Website](#)
- C. [Business Applications Concur Travel](#)
- D. [U.S. General Services Administration \(GSA\)](#)
- E. [Domestic Meal Rates](#)
- F. [Fly America Act](#)
- G. [U.S. Department of Defense](#)
- H. [U.S. Department of State](#)
- I. [Sponsored Programs Administration](#)
- J. [Enterprise Risk Management: Air Travel and Domestic Car Rental Insurance](#)

III. [Concur Training](#)

IV. [Concur Travel and Expense System Tutorials](#)