

Travel Professionals Group

1st Quarter 2019

March 14, 2019

Presenter: Cindy Lyons,
Acting Assistant Controller

Agenda

1. What's New
2. Getting Started with Travel/Training
3. Hot topics
4. Upcoming Disbursements Workshop on Travel
5. Quantum Financials
6. Open Discussion and Questions

Activity in Calendar Year 2018

- 9,364 TEs were paid
- Over \$4.8 million



Part 1. What's New?

- Debbie Tatum is out of the office
 - Statistics
 - <https://www.youtube.com/watch?v=WmAwcMNxGqM>
- Mileage Rate changed January 1
 - The new rate applies to travel on or after January 1, 2019
 - The new rate is .58 per mile and is automatically calculated in the eTravel System
- New travel resources published on the [Travel Webpage](#)

Part 2. Getting Started With Travel

UMB Policies and Procedures

- Policy Library: <https://www.umaryland.edu/policies-and-procedures/library/>
Navigation: About UMB>Policies and Procedures>Library
- Travel Policy: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-1100a.php>
- Travel Procedure: <http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/travel.php>

Part 2. Getting Started With Travel

- How Do I Get Reimbursed for Travel?
- Pocket Guide
- Documentation Checklists
- Summary of Allowable and Unallowable Miscellaneous Expenses:
<https://www.umaryland.edu/media/umb/af/fs/travel/Miscellaneous-Travel-Expenses-Updated-060618.pdf>

Part 2. Getting Started With Travel

- Travel Curriculum in the Learning Management System
 - Available to all employees
 - Required for new Travel Administrators and Travel Approvers
 - Visit <https://www.umaryland.edu/financialservices/disbursements/travel/training/>

- eTravel Tutorials:
 - My UMB>UMB Systems Tutorials Browser>eForms>eTravel – these can be printed for use as a desktop reference
 - Available to all employees and can be taken as a refresher at your own pace
 - How to Set Up Supervisors – Travel Administrators have access to assign Supervisors

Part 2. Getting Started With Travel

- Travel Webpage:
<https://www.umaryland.edu/financialservices/disbursements/travel/>
 - Information listed by expense category
 - Includes FAQs and Scenarios
- Pocket Guide
- Documentation Checklists
- Summary of Allowable and Unallowable Miscellaneous Expenses:
<https://www.umaryland.edu/media/umb/af/fs/travel/Miscellaneous-Travel-Expenses-Updated-060618.pdf>
- Consider creating a Travel Onboarding Checklist for new employees. Include department-specific requirements.

Part 2. Getting Started With Travel

What are 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.

Part 2. Getting Started With Travel

Why do I need to know the definition of UMB Funds?

- Payments processed by UMB are paid with UMB Funds.
- All UMB Funds are the property of the State of Maryland.

Part 3. Hot topics

- Processing Travel Reimbursements:
 - Employees – processed by Payroll
 - Nonemployees – processed by Disbursements
- Employee Reimbursement Schedule:
<https://www.umaryland.edu/financialservices/disbursements/travel/employee-reimbursement-schedule/>

Part 3. Hot topics

- Disbursements Website:
<https://www.umaryland.edu/financialservices/disbursements/>
(Travel is a unit in Disbursements)
- Disbursements Processing Timeline for Nonemployee Travel Payments:
Allow 2 – 3 weeks after the transaction is sent to the State for the traveler to receive the check.
- Foreign Wires – Instructions:
<https://www.umaryland.edu/media/umb/af/fs/forms/FOREIGN-WIRE-TRANSFER-INSTRUCTIONS.pdf>
- Allow 10 days for Disbursements to send the payment request to the State for processing. State timeline can vary depending on the transaction details.

Part 3. Hot topics

- Mileage
 - Maps
 - Please label the map with the origin address and the destination address, especially if the origin is “Your Location” or the printout shows the round trip.
 - Be careful of round trip printouts – there have been cases where mileage has been duplicated because the stated mileage is taken from a round-trip printout
- Hourly parking at airports and train stations – directive from the State of Maryland
 - Hourly parking facilities will be reimbursed up to the rate charged at daily parking facilities
 - For example, a traveler uses the hourly garage at BWI for 3 days. The hourly ticket shows \$22.00/day. The charge for the daily garage is \$12.00/day. The traveler is eligible for \$12.00/day. The difference is not reimbursable.

Part 3. Hot topics

- Comments
 - Not printed on the form.
 - List information that would be helpful to approvers but not needed on the printed form. Example: Traveler is using start-up funds.
- Explanation –
 - Printed on the form.
 - List information that would be helpful to an external auditor in understanding the transaction. Example: Employee's office location is Shady Grove; Employee works from home, etc.

Part 3. Hot topics

- Meals
 - Reminder that meals on one-day trips are taxable, require receipts, and are reimbursable at the amount stated on the receipt, but cannot exceed the applicable per diem amount.
- Business Meals
 - Reminder to reference the policy and procedure for allowable meals.
 - Generally, a business meal is reimbursable only when the event includes non-UMB employees.

Part 3. Hot topics

- Business Meals
 - Reminder to reference the policy and procedure for allowable meals.
 - Policy: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-9900a.php>
 - Procedure: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/food-and-business-meals.php>
 - Generally, a business meal is reimbursable only when the event includes non-UMB employees.

Part 3. Hot topics

- Travel Request Forms
 - Not approved by Financial Services
 - An approved Travel Request Form is approval to travel, use the designated UMB Funding Source, and recognizes that the reason for the travel and the estimated expenses are acceptable

Part 3. Hot topics

- Travel Request Forms
 - Remember that the “Benefit to UMB” is automatically transferred to the travel expense reimbursement form. The information should be sufficient to support the connection to UMB.
 - Even though the information is automatically transferred, it may not be sufficient to justify the expenses and additional information may be requested; or, an approver may need clarification.

Part 3. Hot topics

- Travel Request Forms
 - An agenda must be attached to the Travel Request Form.
 - Approvers should be reviewing the attachments.
 - Reduces the possibility of a delay in processing the travel expense form.

Quantum Financials

Quantum Financials

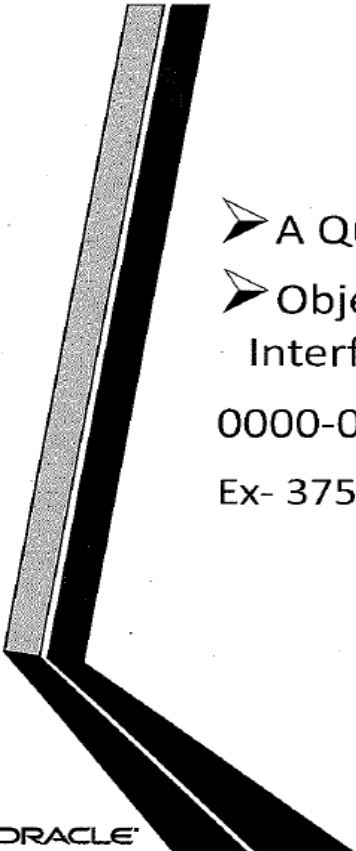
- New financial accounting system to replace eUMB Financials
- Implementation in October, 2019
- Website:
<https://www.umaryland.edu/quantum/>

Quantum Financials

- Begin to learn the Chart of Accounts and Account Combo structure here:
 - <https://www.umd.edu/quantum/chart-of-accounts/>
- Subscribe to the Elm Weekly for announcements and training sessions:
 - <https://www.umd.edu/cpa/web-communications/about-the-elm/>

Quantum Financials

General Ledger- COA

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- A Quantum Account will be in this format:
 - Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-000-00-00000-000

Ex- 3752-105-06203000-000000-00000000-620-00-00000-000

Quantum Financials

- Note that Activity and Purpose Segments (aka “fields”) are optional.
- If the fields are set up in Quantum, you can use them in eTravel.
- For example, a department may choose to track expenses by faculty member and use the Purpose to enter the faculty ID. When you enter the travel transaction, select the “Account Combo” (aka “chartstring”) that includes the faculty ID so that the travel transactions will show in the Quantum reports as attributable to the faculty member.
- Check with your Dean’s or VP’s office to determine specific protocol for assigning values to these fields.

Upcoming Events

- Travel Professionals Group Meeting
 - Wednesday, May 29, 2019
 - 10:00 AM – 12:00 PM
 - School of Nursing, Room 130

- Disbursements Workshop in June
 - Wednesday, June 26, 2019
 - 10:00 AM – 12:00 PM
 - Lexington Building, Room 4105
 - Basic hands-on entering travel and reviewing scenarios. Designed for new Travel Administrators. Bring your travel forms to enter!
 - Limited seating. If the seats are full, email me and I will set up a wait list and open additional sessions.

Next Disbursements Workshop

Wednesday, March 27, 2019

10:00 AM – 12:00 PM

School of Pharmacy, Room N211

Subject: Gift Card System

Questions?

