

Travel Professionals Group

March 15, 2018

Presenter: Cindy Lyons,
Acting Assistant Controller

Agenda

1. What's new
2. Taxable transactions
3. Late TRs
4. Meals
5. Lodging and the P-Card
6. eTravel System
7. Upcoming Events
8. Open Discussion and Questions

Part 1. What's New?

- travelhelp@umaryland.edu
 - Please send your inquiries to this address
- [UMB Business Travel Policy and Procedure Curriculum](#) is launched in the [Learning Management System](#)

What's New? (cont'd.)

- Travel webpage makeover
- Feel free to subscribe to the webpage to receive alerts when updates, new content, etc. are added to the page
- Next TPG meeting will include a preview of the new page

Part 2. Taxable Transactions

- Two Types:
 - Day Trip meals (meals reimbursed on trips that do not include an overnight stay)
 - Expense reimbursements submitted more than 60 days after the travel return date

Taxable Transactions (cont'd.)

- Remember to use the appropriate account code:

	Nontaxable	Day Business Travel Meals	Taxable Travel (i.e. 60-day rule)
Employee	3311 - In state	3371	3330 - In state
Employee	3321 - Out of state	3371	3331 - Out of state
Employee	3360 - Foreign	3371	3332 - Foreign
Nonemployee	3311 - In state	N/A	3370 - Taxable Travel Stipend
Nonemployee	3321 - Out of state	N/A	3370 - Taxable Travel Stipend
Nonemployee	3360 - Foreign	N/A	3370 - Taxable Travel Stipend

Taxable Transactions (cont'd.)

- Financial Services – Payroll will send guidance on how the taxable transactions will appear on payroll reports. This guidance will be sent to all Payroll Reps and posted on the Financial Services-Payroll webpage. A link to this information will also be provided on the Travel webpage.

Taxable Travel Questions?



Part 3. Late TR Report (i.e. TRs entered on or after the departure date)

- Next Late TR Report will be distributed in April.
 - Covers activity during the first quarter of 2018
 - Sent to Deans and VPs

Late TR Questions?



Part 4. Meals

- **Day Business Travel**

- **Overnight Business Travel**

Note: These conditions are exclusive. That is, a traveler cannot be in both conditions on the same trip. The traveler is either on a day trip or an overnight trip.

Meals – Day Business Travel

- Day Business Travel = Travel that does not include an overnight stay
 - Duration of the Business Travel must be at least eight hours
 - A meal is/are not provided or paid by another entity
 - Receipts required
 - Reimbursements are taxable

Meals – Day Business Travel (cont'd.)

- Reimbursement may not exceed the applicable GSA rate
- Meal times are specified in the Procedure:

Meal	Time Period Served
Breakfast	5AM – 9AM
Lunch	11AM – 2PM
Dinner	4PM – 10PM

Meals – Day Business Travel (cont'd.)

- Operational Units may elect to disallow payments for Day Business Travel meals. It is recommended that the traveler consult with the Operational Unit's Travel Approver **prior to the trip** to determine whether a meal may be reimbursed.
- Operational Units have the authority to establish additional requirements for Day Business Travel meals. An Operational Unit's requirements may supplement, but may not replace, or be less restrictive than, the requirements set forth in this Procedure. Operational Unit requirements must be consistent with IRS regulations and applicable USM and UMB policies.

Meals – Overnight Business Travel

- Overnight Business Travel = Travel that includes an overnight stay
 - Day of Departure and Day of Return:
 - 75% of the total daily GSA per diem for domestic travel
 - 75% of the total daily Dept. of State per diem for international travel

Meals – Overnight Business Travel (cont'd.)

- Scenario:
 - Charlie attends a conference in Atlanta from March 4 – March 8. He leaves Baltimore on March 4 and returns on March 8. The conference provides lunch each day.

Meals – Overnight Business Travel (cont'd.)

- Eligible Meals:

	Breakfast	Lunch	Dinner
March 4	-----48.00-----		
March 5	16.00	0.00	31.00
March 6	16.00	0.00	31.00
March 7	16.00	0.00	31.00
March 8	-----48.00-----		

- GSA Rate for Atlanta:
- Breakfast - 16.00, Lunch - 17.00, Dinner - 31.00
- Total = 64.00 $64.00 \times 75\% = 48.00$

Meal Questions?



Part 5. Lodging and the P-Card

- The TR must be printed and filed with the P-Card records.
- P-Card transactions must comply with policies and procedures (i.e. standard room type + tax, reasonable, etc.)
- If the lodging expenses aren't allowable through the eTravel System, then they aren't allowable on the P-Card.

Lodging and the P-Card (cont'd.)

- All Travel Policy and Procedure requirements apply to P-Card transactions
 - Pre-approval (TRs, unit-specific approvals, etc.)
 - Criteria for allowable and unallowable expenses
 - Documentation
 - Purpose
 - Benefit to UMB
 - Agenda
 - Etc.

Lodging and the P-Card (cont'd.)

- Be alert to P-Card transactions that may not comply with policies.
- Strategic Sourcing and Acquisition Services has added language to the [P-Card User's Guide](#), page 36, that defines consequences for unallowable travel-related expenses charged to the P-Card.

Lodging and the P-Card (cont'd.)

- Management Advisory Services periodically reviews P-Card transactions and eTravel System transactions
- Identified unallowable or duplicate expenses
 - Consequences to the P-Card holder as described in the User's Guide
 - Traveler will need to repay

Lodging and the P-Card (cont'd.)

- When the Traveler is not the P-Card holder:
 - P-Card holder completes the Credit Card Authorization Form (see next slide)
 - Traveler includes a comment on the Travel Expense form stating that the lodging was paid on the P-Card and indicate whose P-Card is used

Lodging and the P-Card (cont'd.)



Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to the Front Office at 410 625 7892.

Cardholder Information

Name as it appears on the credit card: Stephanie Foster

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: University of Maryland Baltimore

Account number: _____ Exp. date: _____

Address: 525 West Redwood Street

City, State and Zip: Baltimore, MD 21201

Phone number: 410-706-4126 Fax or alternate number: 410-706-3084

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate: * _____ Taxes: * _____ 15.5% Total daily rate: * _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

Other: _____

I certify that all information is complete and accurate. I hereby authorize Renaissance Harborplace Hotel to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

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Lodging/P-Card Questions?



Part 6. eTravel System

- Expense Statement Guidelines
- Reading the Form History Page
- Tips and Gentle Reminders

eTravel System Questions?



Part 7. Upcoming Events

Disbursements Workshop:

Using the eTravel System – A basic class designed for new users or as a refresher

April 19, 2018

10:00 – 12:00

School of Law, Room 107

myUMB>Enroll in UMB Systems Training>Add
Course>Course Type is Disbursements Workshop

ProCard Refresher Training

March 27, 2018

10:00 – 12:00

School of Pharmacy, Room 111

myUMB>Enroll in UMB Systems Training>Add
Course>Course Type is Management Advisory
Services

Travel Professionals Group 2nd Quarter Meeting

May 31, 2018

10:00 – 12:00

School of Nursing, Room 130

myUMB>Enroll in UMB Systems Training>Add
Course>Course Type is Travel Professionals Group

Traveler Information

Traveler Type: Employee [REDACTED] **Rcd#:** 0 **Travel Request#:** 10132695

Title: [REDACTED]

Dept ID: [REDACTED]

First Name: [REDACTED]

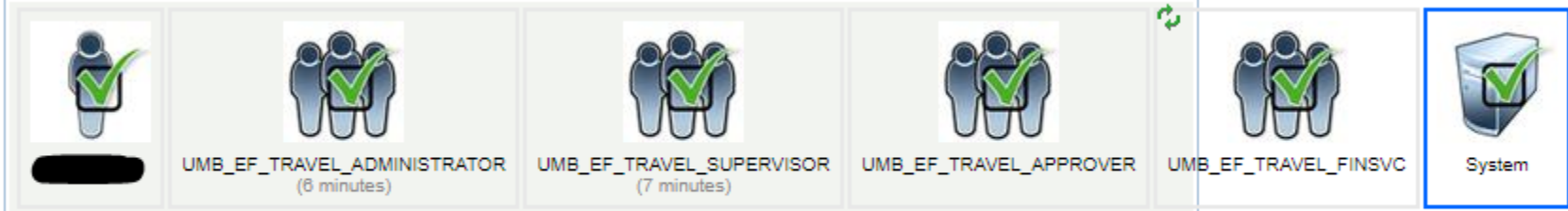
Purpose Type: Conference

Describe the Benefit to UMB: Attend an Oracle Cloud Workshop and the HEG Mid-Atlantic Alliance Conference at the University of Delaware on 6/20-6/21 to gain knowledge related to the Oracle Cloud implementation from peers and vendors

Travel Agency: OTHER

Explain why the TREQ is late:

Process Visualizer



Transaction Log

	<u>Current DateTime</u>	<u>Role Name</u>	<u>User ID</u>	<u>User Description</u>	<u>Form Action</u>	<u>Workflow Form Status</u>
1	06/30/2017 1:23:42PM	UMB_EF_TRAVELER	[REDACTED]	[REDACTED]	Submit	Pending
2	06/30/2017 1:29:47PM	UMB_EF_TRAVEL_ADMINISTRATOR	[REDACTED]	[REDACTED]	Approve	Part Apprv
3	06/30/2017 1:36:56PM	UMB_EF_TRAVEL_SUPERVISOR	[REDACTED]	[REDACTED]	Authorize	Authorized
4	06/30/2017 1:36:56PM	UMB_EF_TRAVEL_APPROVER	[REDACTED]	[REDACTED]	Approve	Authorized
5	06/30/2017 1:36:56PM	UMB_EF_TRAVEL_FINSVC	[REDACTED]	[REDACTED]	Approve	Authorized