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 <u>total</u> daily GSA per diem for domestic travel

    - 75% of the <u>total</u> 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 X 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.)

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

University of Maryland Baltimore

Traveler Information

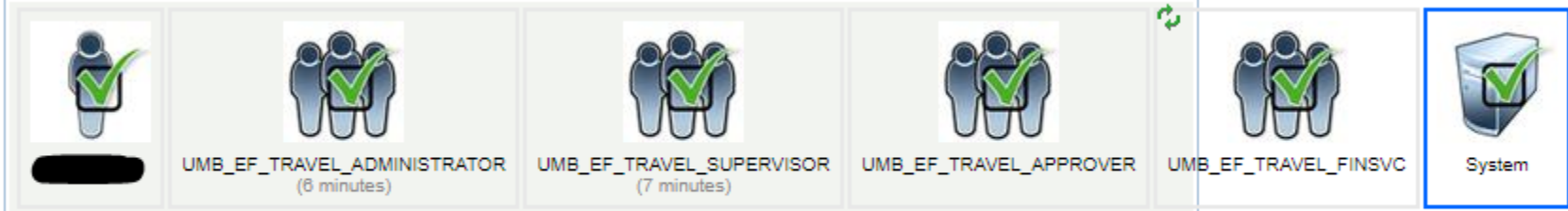|					
Traveler Type:	Employee	Find Employee		**Rcd#:** 0	**Travel Request#:** 10132695

Title:

Dept ID:

First Name:

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 6/20-6/21to gain knowledge related to the Oracle Cloud implementation from peers and vendors

Travel Agency: OTHER
Explain why the TREQ is late:

Process Visualizer

⬤	UMB_EF_TRAVEL_ADMINISTRATOR (6 minutes)	UMB_EF_TRAVEL_SUPERVISOR (7 minutes)	UMB_EF_TRAVEL_APPROVER	UMB_EF_TRAVEL_FINSVC	System

Transaction Log

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