|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |

|  |
| --- |
|  |
| travel Information |
|  |

 |

# submitting your e-travel Request

|  |
| --- |
|[x]  Log in to your [myUMBC](https://my.umbc.edu/) account. Go to your [“Guide”](https://my.umbc.edu/guide) tab. Select “Financial Services & Accounting.”  |
|[ ]  Proceed to “E-Travel Request Form” |
|[ ]  Complete the request form.  |
|[ ]  Submit.  |
|[ ]  Travelers are expected to make their own travel arrangements. |
|  | *Helpful hint! Do this as soon as you've agreed to interview. It must be done BEFORE you travel* |

# While You Are Away:

|  |
| --- |
|[ ]  Secure detailed receipts FOR ALL ITEMS Gas, Hotels, Flight, Meals, Lyft and Uber, Parking, PURCHASED – this includes taxi, parking, tolls, metro rail. |
|[ ]  Please note: I do not need receipts if you claim meal Per Diem. Per Diem rates vary if it has been established as a high cost metro area |
|[ ]  Hotel receipts – make sure, if you use express check out, that you provide a copy of your credit card statement with your receipts or you will need to contact the hotel and have them fax a zero balanced receipt which proves payment. Express check-out statements do not have proof of payment. |
|  | *Helpful hint! To avoid lost receipts, take photos of all receipts. The original receipt should always be used, but in case of lost luggage, destroyed receipts, the photo might be able to be used.* |

# when you return:

|  |
| --- |
|[ ]  Make sure all travel is complete ***before*** submitting receipts or request for reimbursement. |
|[ ]  Organize all receipts by meal, flight, lodging, transportation such as Lyft and Uber. |
|[ ]  Complete itinerary information is a State of Maryland requirement for each travel claim. It assists with correctly reviewing your meal per diem allowances. Please include specific start and end times on the UMBC Request for Reimbursement Form. |
|[ ]  Submit all materials to me upon your return. Expense statements must be submitted to Business Services ***within ten business days*** following the conclusion of the trip. |