Recruitment Meal Reimbursement Guidelines

General guidelines for reimbursement of recruitment meals:

- Pre-approvals are not necessary for recruitment meals since there is no overnight or out-of-state travel involved.
- Only the person who pays for the meal and/or drives the candidate should submit the reimbursement request. The request may not be submitted on someone else's behalf.
- A detailed, itemized receipt is required. This should be in PDF format and uploaded right side up to the reimbursement request.
- Include a list of attendees in the reimbursement request.
- Tips are limited to 20% of the pre-tax amount.
- Alcohol will not be reimbursed.
- Sales tax will not be reimbursed.
- You can present UMBC's Tax Exempt certificate at the restaurant, although not all restaurants will honor it. Please contact Kimberly Boeve kboeve1@umbc.edu to obtain a copy of the certificate.
- Mileage may be reimbursed for driving the candidate from UMBC to the restaurant (and then to their hotel, if applicable) and back to UMBC.

Use the UMBC Travel System to submit reimbursement requests.

To locate this page in *myUMBC*, click **Guide** at the top of the screen, then click into **UMBC Travel System** as shown here:

On the main screen, click **Reimbursements** at the top, then select **Create Reimbursement**:
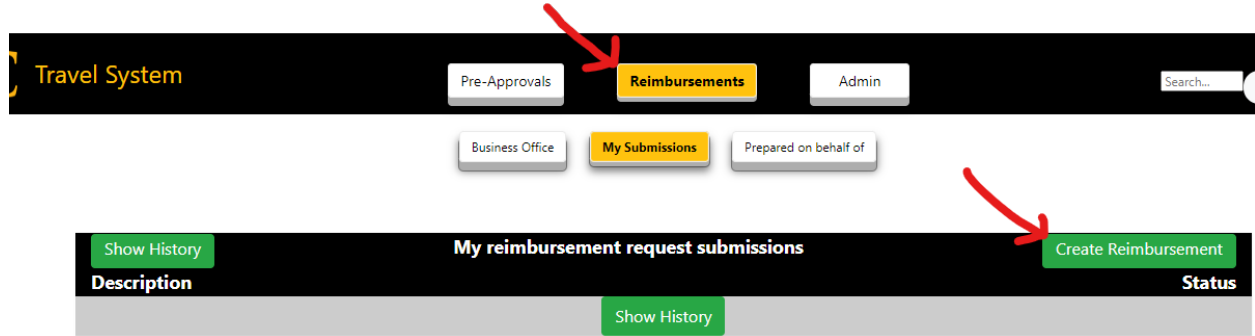
Since pre-approvals are not necessary for recruitment meals, answer "No" to the first three questions of the form. Enter a title and date, then click **Create Reimbursement Request** at the bottom of the screen.
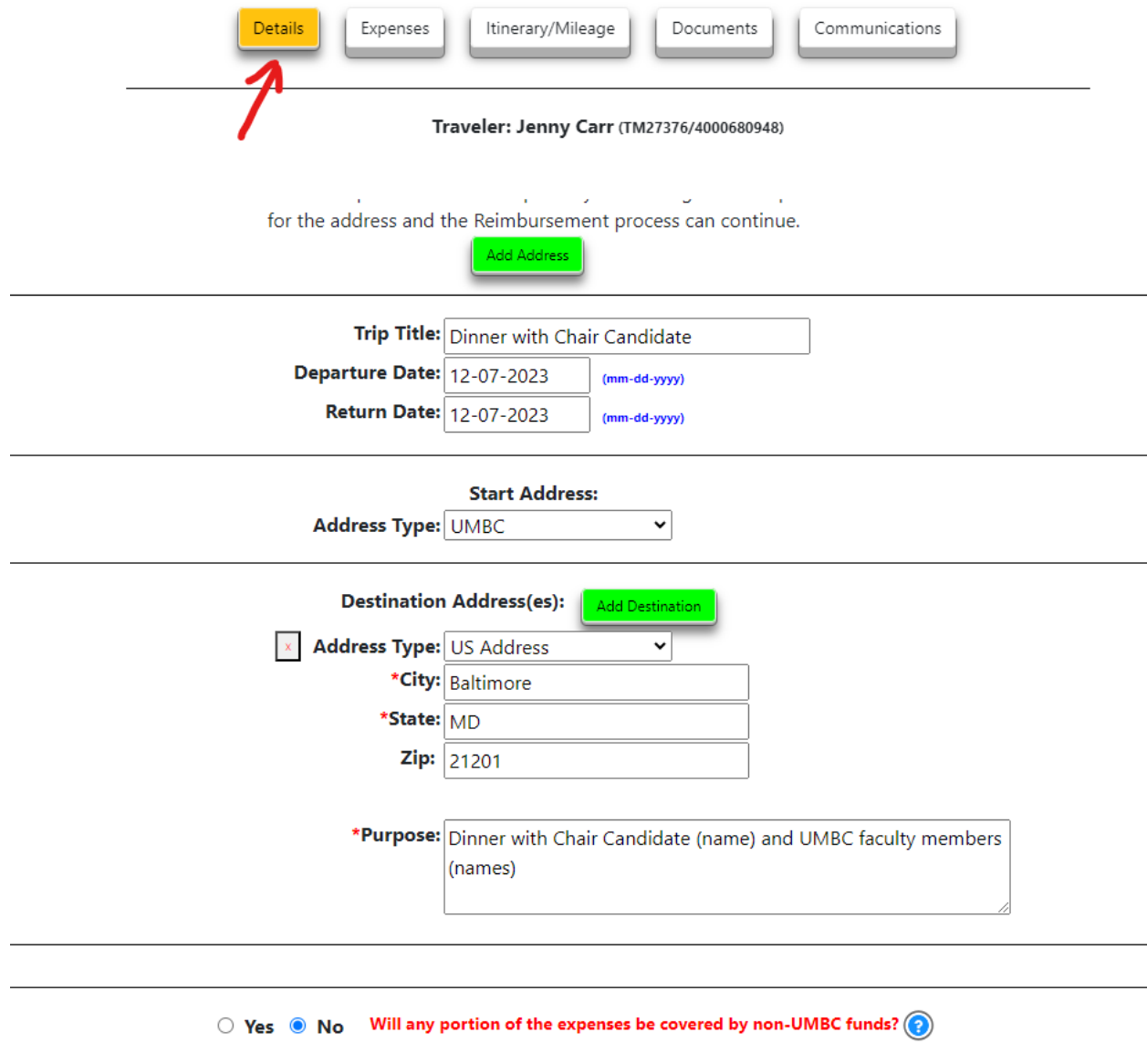
The next screen is the **Details** tab: enter your address if not already on file, using the **Add Address** button.

The **Start Address** should be UMBC.

In the **Destination Address** section, enter the address of the restaurant (and candidate hotel, if applicable). Use the **Add Destination** button if you need to enter additional addresses.

Enter the **Purpose** of the meal, including the names of all who attended.

At the bottom of the screen, answer "No" to the question *Will any portion of the expenses be covered by non-UMBC funds?*

Next, click the **Expenses** tab and on the **Summary** screen, enter the Dept. under **Distribution of Charges**:

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While still on the **Expenses tab**, click the **Lodging/Food** button, then select **Add Entry** to choose **Non Per Diem Meal.** Enter the meal and cost information. The cost you enter should not include sales tax or alcohol. You may use the **Comments** box to add a list of attendees, if this information was not entered previously.

If requesting mileage reimbursement, click the **Itinerary/Mileage** tab to enter the information.

| Details | Expenses | Itinerary/Mileage | Documents | Communications |

Save
Cancel Request
Submit for Reimbursement Review

Traveler: Jenny Carr (TM27376/4000680948)

$0.00 **Auto Mileage Reimbursement**

☐ Check here if you are submitting a separate UMBC-approved car travel log as an attachment (specialized travel for Choice programs, admission recruiters, etc.)

0.00 **Auto Miles**   0.00 **Air Miles**   0.00 **Bus Miles**   0.00 **Train Miles**

Date	Start Time	End Time	From	To	Type	Miles	Rate	Amount	Delete
12/07/2023 ▾	12 ▾ 00 ▾ AM ▾	12 ▾ 00 ▾ AM ▾			None ▾	0	n/a	n/a	Del

Comment: (Optional)

Next, click the **Documents** tab and use the **Choose File** button to upload your receipt.

Reminder: receipts should be in PDF format and submitted right side up.

Reimbursement
Dinner with Chair Candidate
Jenny Carr - Dec 07-Dec 07
Baltimore, MD
TravelId-2874376
Entry
Last saved-11/30/2023, 9:21:14 AM
Updated By-Jenny Carr(TM27376)

| Details | Expenses | Itinerary/Mileage | Documents | Communications |

Save
Cancel Request
Submit for Reimbursement Review

Traveler: Jenny Carr (TM27376/4000680948)

Use this area to upload documents that are relevant to your travel and reimbursement obligations (receipts, confirmations, conference agendas, itinerary, etc.).

Clear | Choose File | No file chosen

Once these steps are complete, click the **Submit for Reimbursement Review** button in the upper right corner of the screen.

Questions?

Contact:
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Business Specialist
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