

# Recruitment Meal Reimbursement Guidelines

General guidelines for reimbursement of recruitment meals:

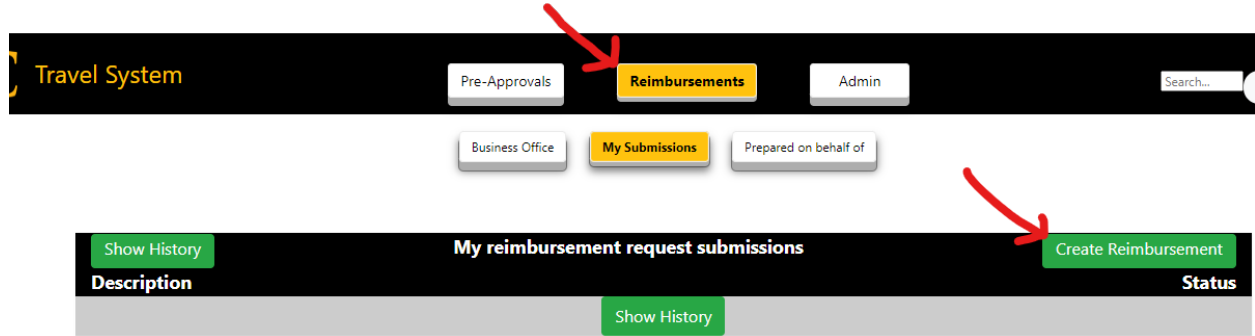
- Pre-approvals are not necessary for recruitment meals since there is no overnight or out-of-state travel involved.
- Only the person who pays for the meal and/or drives the candidate should submit the reimbursement request. The request may not be submitted on someone else's behalf.
- A detailed, itemized 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](mailto: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:

The screenshot shows the myUMBC website interface. At the top, there is a navigation bar with the myUMBC logo, a search bar, and links for Profile, Guide, Events, Groups, and Help. On the left side, there is a vertical menu titled "Guide" with a "Guide Home" button and several categories: Activity Guides (Registration), Resources (Advising & Student Support, Athletics & Recreation, Billing & Personal Finances, Books, Goods & Services, Classes & Grades, Community & Connections). The main content area is titled "Guide" and is divided into two sections: "Personal Links" and "Administrative Systems". The "Personal Links" section includes links for Employee Time Sheets, Promotion & Tenure Review, Faculty Success by Watermark, Formerly Digital Measures, Faculty Success by Watermark FAQs, and Printing your FAR. The "Administrative Systems" section includes links for Person Lookup, Student Administration, PS Training Site, Human Resources System, Peoplesoft: Finance, Financial Administrative Dashboards, Financial Administrative Reports (old), UMBC Travel System (highlighted in yellow), International Travel Registry, DocuSign, Report Exchange (REX), Page Up, Paw Procurement System (PPS), Campus Solutions (SA) For administrative use only, Graduate Admissions System, SA Training, and SA Website.

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.

## Start New Reimbursement Request

- Do you have a Pre-Approval?  Yes  No
- Does this involve an overnight stay?  Yes  No
- Did the traveler go out of state?  Yes  No

Who was the traveler, you or someone else?

- Me  Someone else

Traveler: Jenny Carr

Preparer: Jenny Carr

Please provide a short title for this request (must be at least 5 characters):

\*Trip Title:

\*Start Date:  (mm-dd-yyyy)

\*End Date:  (mm-dd-yyyy)

Click the create button below when done:

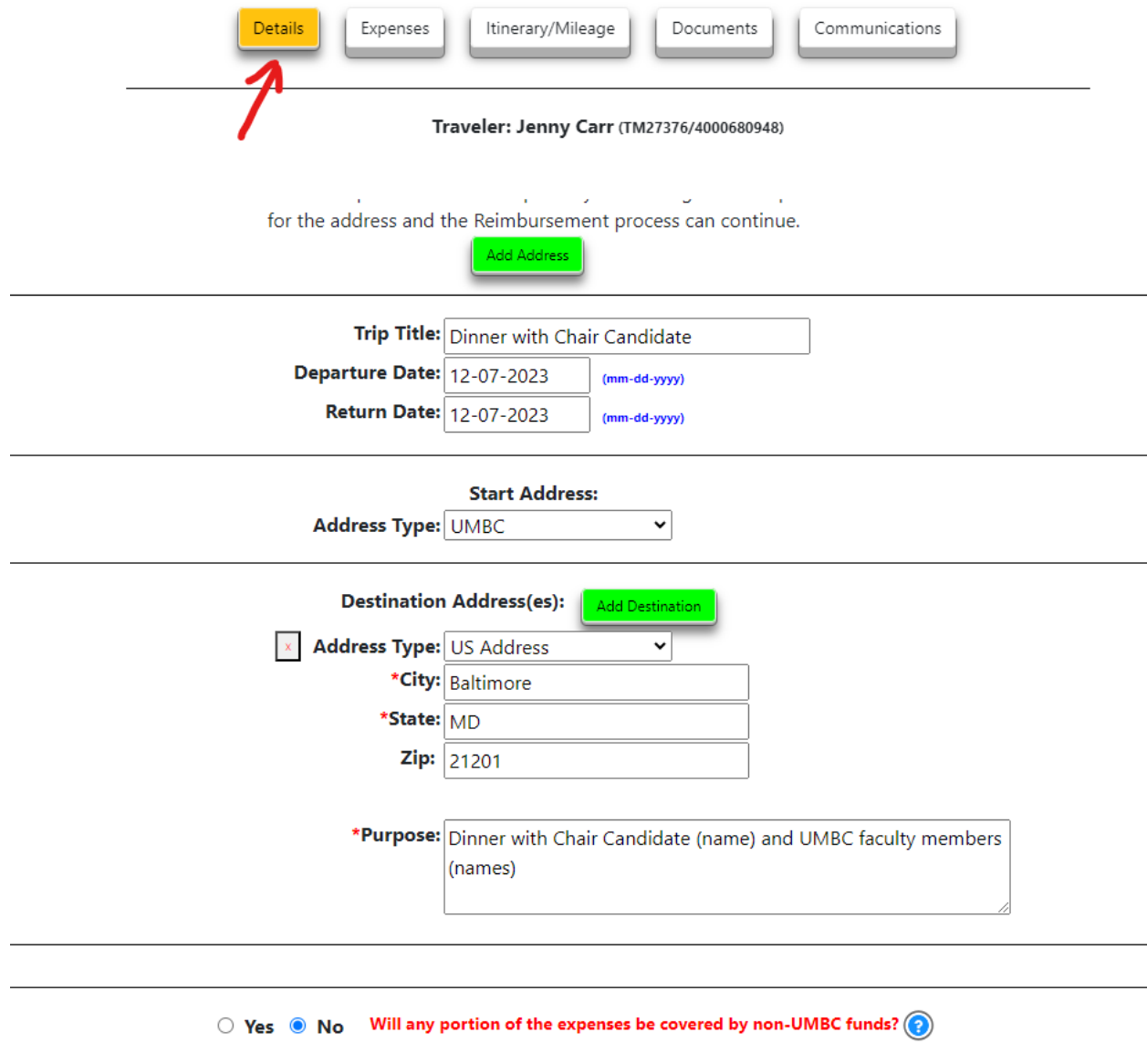
The next screen is the **Details** tab: enter your address if not already on file, using the **Add Address** button.

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?*



The screenshot shows a web interface for entering travel details. At the top, there are five tabs: 'Details' (highlighted in yellow with a red arrow pointing to it), 'Expenses', 'Itinerary/Mileage', 'Documents', and 'Communications'. Below the tabs, the traveler's name and ID are displayed: 'Traveler: Jenny Carr (TM27376/4000680948)'. A message states: 'for the address and the Reimbursement process can continue.' Below this is a green 'Add Address' button. The form is divided into sections by horizontal lines. The first section contains: 'Trip Title: Dinner with Chair Candidate', 'Departure Date: 12-07-2023 (mm-dd-yyyy)', and 'Return Date: 12-07-2023 (mm-dd-yyyy)'. The second section is titled 'Start Address:' and contains 'Address Type: UMBC' with a dropdown arrow. The third section is titled 'Destination Address(es):' and contains a green 'Add Destination' button, a checkbox, and a dropdown menu for 'Address Type: US Address'. Below this are fields for '\*City: Baltimore', '\*State: MD', and 'Zip: 21201'. A larger text area for '\*Purpose:' contains the text: 'Dinner with Chair Candidate (name) and UMBC faculty members (names)'. At the bottom, there is a question: 'Will any portion of the expenses be covered by non-UMBC funds?' with radio buttons for 'Yes' and 'No' (selected), and a help icon.

Details Expenses Itinerary/Mileage Documents Communications

Traveler: Jenny Carr (TM27376/4000680948)

for the address and the Reimbursement process can continue.

Add Address

Trip Title: Dinner with Chair Candidate

Departure Date: 12-07-2023 (mm-dd-yyyy)

Return Date: 12-07-2023 (mm-dd-yyyy)

Start Address:

Address Type: UMBC

Destination Address(es): Add Destination

Address Type: US Address

\*City: Baltimore

\*State: MD

Zip: 21201

\*Purpose: Dinner with Chair Candidate (name) and UMBC faculty members (names)

Yes  No 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:**  
**10090 – Psychology Admin**

Details **Expenses** Itinerary/Mileage Documents Communications

Traveler: Jenny Carr (TM27376/4000680948)

Summary Transportation Lodging/Food Fees/Misc

Per Diem Information: DEFAULT-USM Breakfast=\$15.00 Lunch=\$18.00 Dinner=\$30.00  
 Effective Date=2023-01-01 Mileage Rate=0.655

**Distribution of Charges** Add New Distribution of Charges

Primary:  Fund: Fund \*Dept: 10090-Ps PFin: Pfin Account: Account Project: Project Activity: Activity \*Amount: \$0.00

Approver: Select Validate Chartstring

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.

Details **Expenses** Itinerary/Mileage Documents Communications

Traveler: Jenny Carr (TM27376/4000680948)

Summary Transportation **Lodging/Food** Fees/Misc

Add Entry

Per Diem Information: DEFAULT-USM Breakfast=\$15.00 Lunch=\$18.00 Dinner=\$30.00  
 Effective Date=2023-01-01 Mileage Rate=0.655

Expand All

# Non Per Diem Meals Date: 12/07/2023 Breakfast Lunch Dinner Cost: \$0.00

Comment (Optional):

#-Receipt Required

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

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

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.

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:  
Jenny Carr  
Business Specialist  
[jcarr7@umbc.edu](mailto:jcarr7@umbc.edu)  
(410)555-1369