**SAPH TRAVEL PROCEDURES**

**STEP ONE Submit Pre-Approval Form for approval at least 2 weeks prior to leaving for your trip. SEE ACCOUNTANT FOR CHART STRING NUMBER.**(cc [accountant on all requests, where available)](https://businessservices.umbc.edu/9-2-e-travel/)

Travel policy and procedures, along with FAQs can be found at <https://businessservices.umbc.edu/travel/>.

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| **An employee must obtain pre-approval for all travel**. You can request pre-approval at <https://docusign.umbc.edu/secure/prd/tr/travel.php>.  Step-by-steps instructions can be found at <https://umbc.webex.com/recordingservice/sites/umbc/recording/bcb6d6fedf4d10398fde0050568f9b64/playback>. |
| When submitting your pre-approval, please estimate higher amounts to account for unforeseen costs and price fluctuations. The e-travel should include all costs of the trip including all PCARD purchases in advance, not just reimbursable costs to you. |
| If applying for the CAHSS Faculty Scholarly Travel Fund, completed and signed applications must be submitted to the accountant **at least 3 weeks prior** to travel. |

# STEP TWO Paying for Travel

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| **Air and Rail**  Pay in advance with personal funds and submit for reimbursement upon return from travel **OR**  If you do not want to pay in advance with personal funds, contact University Travel Agency to make your arrangements: <https://businessservices.umbc.edu/making-travel-reservations/> Air & rail arrangements cannot be made with P-Card. |
| **Hotel, registrations, memberships, etc.:**  Pay in advance with personal funds and submit for reimbursement upon return from travel **OR**  Make appt. to meet in person with staff (contact accountant to identify the appropriate staff person) to arrange payment for hotel, registration, memberships, etc. using P-card. ***Travel arrangements will not be accepted via email.*** Please allow sufficient time to make travel arrangements prior to your trip. |

**STEP THREE (if needed) Reimbursements**

To request reimbursement, please go to <https://docusign.umbc.edu/secure/prd/tr/travel.php>.

A step-by-step tutorial on submitting a reimbursement request can be found at <https://umbc.webex.com/recordingservice/sites/umbc/recording/3c1f1fccdf561039aaff005056815a55/playback>.

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| **REMINDERS:** |
| Please make sure that your pre-approval is completed prior to traveling. |
| Please check that the remittance address on the pre-approval is correct. |
| It takes approximately 4 weeks for the payment to be processed once it gets to General  Accounting Division in Annapolis. |
| If you use a Visa and the last 4 digits of the credit card **are not** reflected on a receipt, provide a copy of the charge from your credit card statement. |
| When attending a conference, please include a copy of the conference agenda and/or schedule  with your presentation. |
| Request must be submitted to the Travel Desk **within ten (10) business days** following the  conclusion of the trip. |
| FOR QUESTIONS ABOUT THIS FORM, CONTACT ACCOUNTANT OR UMBC TRAVEL SERVICES BY E-  MAILING: [travel@umbc.edu](mailto:travel@umbc.edu) |