**SAHAP TRAVEL PROCEDURES**

**STEP ONE E-Travel Form**
 **Submit at least 2 weeks prior to leaving for your trip**.
See [accountant (Jennifer) for chart string number and cc her on all E-Travel requests](https://businessservices.umbc.edu/9-2-e-travel/)

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| An employee is able to access E-Travel Online from [https://my3.my.umbc.edu/topics/financial-](https://my3.my.umbc.edu/topics/financial-services-and-accounting) [services-and-accounting](https://my3.my.umbc.edu/topics/financial-services-and-accounting) **OR**PeopleSoft Finance> Main Menu> Accounts Payable, AP/Travel Forms, UMBC E-Travel Request Form |
| When submitting your e-travel, 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 Dean’s Travel Fund, completed and signed applications must be submitted to the accountant **at least 3 weeks prior** to travel.  |
| E-travel FAQs can be found <https://businessservices.umbc.edu/9-2-e-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 **ORMake appt. to meet in person with Admin. II (Amy)** 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**

Request must be **submitted to the UMBC Travel Desk within ten (10) business days following the Conclusion of the trip.**

Download reimbursement form: <https://financialservices.umbc.edu/9-2forms/>

Submit completed reimbursement form to Accountant, Jennifer.

**STEP FOUR (if needed) Supplemental E-travel**

If your costs are over by **more than 10%** of your original e-travel estimate, you must submit a supplemental E-travel.

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| **REMINDERS:** |
| Please provide a copy of the approved E-Travel Request with your reimbursement form. |
| Start/end time of the trip must be shown on the expense statement for first and last day of travel and for all one-day trips. |
| Include proper name, current address and social security number on the expense statement. |
| 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. |
| **SUBMIT COMPLETED REIMBURSEMENT FORM TO ACCOUNTANT.** |
| Accountant will fill in Distribution of charges, get signatures, send to travel desk, and notify faculty of the date sent. |
| For questions about this form, contact accountant or UMBC travel services by e-mailing: travel@umbc.edu |
| Example of completed reimbursement form if needed: <https://umbc.box.com/shared/static/rdnwfjpnnzihc0ufzyhbkl4kgeo4vu59.xls> |

**Additional university travel resources: See SAHAP website - faculty and staff resources**