**Travel Steps (Faculty)**

Please read to the very end all this information is important

**Travel and Reimbursements**

1. Complete a Biology Travel information form [Link](https://biology.umbc.edu/files/2021/12/Travel-Information-Form.pdf) and bring to the office or email to Sandyj@umbc.edu.
2. See Sandy before you book any travel (hotel, flights, or conference registration) as many of the charges can go directly to the department p-card. This will reduce your reimbursement that takes 6 – 8 weeks to receive once you return from the conference.
3. Email Sandyj@umbc.edu the following information as soon as you have it. She will compile it with your travel/reimbursement forms.
   1. Conference registration receipt
   2. Conference program or agenda
   3. Lodging information
4. Once travel is completed send an email to Sandyj@umbc.edu requesting a reimbursement, include any of the following that apply
   1. Hotel receipt
   2. Any meal receipts for meals not reimbursed at the per diem rate
   3. # Of meals to be reimbursed at the per diem rate
   4. Ride share receipts
   5. Receipts for anything else you need reimbursed (gas, parking, tolls etc.)

**Payment of Conference registrations and Abstract Fees**

1. Option 1: The best way
   1. Schedule a time to meet Sandy in the office
   2. Complete the registration until you reach the payment page
   3. Bring laptop to office and Sandy will enter the payment information
2. Option 2
   1. Complete registration questions taking screen shots of each page
   2. Send the login information (password and Username) and the screen shots to [Sandyj@umbc.edu](mailto:Sandyj@umbc.edu)
   3. Sandy will login as you and enter the payment information.

**Things to consider**

1. You will **not** be reimbursed for any travel if a pre-travel approval form has not been completed at least 1 week **before** travel. (Complete a Travel Information form and return to Sandyj@umbc.edu)
2. You have 10 days from your return, to turn in receipts for reimbursement
3. Thank you for reading to the very end 😊