**Travel Steps for Faculty**

\* Please read to the very end, all of 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 it to the office or email to Kmarkus1@umbc.edu
2. See Kristen 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. When your Pre Approval is complete, you will receive a DocuSign form to complete. If you are flying **no tickets will be purchased until Globetrotters receives your signed document**.
4. Kristen will forward your hotel and flight confirmation numbers to you, if needed.
5. Once travel is completed send an email to [Kmarkus1@umbc.edu](http://kmarkus1@umbc.edu) requesting a reimbursement, including any of the following that apply:
	1. Hotel receipt (include the credit card statement showing charge)
	2. Any meal receipts for meals not reimbursed at the per diem rate
	3. Number of meals to be reimbursed at the per diem rate (No receipt needed)
	4. Rideshare receipts (include the credit card statement showing charge)
	5. Receipts for anything else you need to be reimbursed (gas, parking, tolls, etc.)

**Payment of conference registrations and abstract fees**

1. Option 1: The best way
	1. Schedule a time to meet Kristen in the office
	2. Complete the registration until you reach the payment page
	3. Bring your laptop to the office and Kristen will enter the payment information
2. Option 2
	1. Login like you are going to register
	2. Complete registration questions taking screenshots of each page
	3. Send the link to the registration page to Kristen
	4. Send the login information (password and username) and the screenshots to Kmarkus1@umbc.edu
	5. Kristen will log in 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 [Kmarkus1@umbc.edu](http://kmarkus1@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 😊