

FACULTY TRAVEL INSTRUCTIONS

PART ONE YOUR PRE APPROVAL

- If you are traveling in MD or DC, you do not need a pre approval, *however*, if you are staying overnight regardless of the location, a pre approval is required
- Contact Kristen to schedule a meeting as soon as you find out about your trip. The earlier, the better.
- Complete and submit the travel info Google form. Kristen will register you for your conference, pay membership fees, book travel, lodging and a rental car, all with the P Card

WHAT TO BRING or SEND

- Your completed Google form-**full name must match your government ID**
- Your laptop if in person
- Project number (chart string)
- Conference agenda
- Hotel/flight/train/car preferences

THE PROCESS

- Once your pre approval is approved, you will receive a DocuSign via email to be signed ASAP
- If you are flying/taking a train **no ticket will be purchased until Altour receives your signed DocuSign. Your Altour quote is not a ticket.**
- Once tickets are purchased, Kristen will email them to you

PART TWO REIMBURSEMENTS

- A PRE APPROVAL MUST BE COMPLETED AT LEAST ONE WEEK BEFORE TRAVEL OCCURS TO BE ELIGIBLE FOR REIMBURSEMENT
- You have ten days from your return to submit receipts for reimbursement

WHAT TO SUBMIT

When you return, please email me the following:

- If you drove-the time you left the house and the time you returned home OR your plane/train tickets, itinerary and receipt - if I booked it, I have this info
- The final conference agenda/program pdf
- A list of which specific meals you are asking to be reimbursed for, example: 7/4 BLD, 7/5 BD, 7/6 D
- Paper and electronic receipts are **not needed for meals**
- Any rideshare receipt pdfs which must include your name, the last four digits of your cc number, the expense, the names of the locations (not just the addresses) of where you were picked up/dropped off
- Mileage-I will need the map pdf of the route you took showing the to/from addresses, and the number of miles
- Per the UMBC Travel Department, absolutely no screenshots - all documents should be pdfs
- Please limit paper receipts to two per page, placed vertically on a white background. Bring them to me if you need help and I'll scan them.
- Once your reimbursement is submitted, allow 6-8 weeks to receive the payment via direct deposit/check

IMPORTANT REMINDERS

- BWI Airport **long term** parking is currently reimbursed at \$11/day with an itemized receipt
- Gratuities for ride shares etc. cannot exceed 20% of the *subtotal*
- If you are taking personal time before or after your conference dates, you must submit a comparison quote in addition to your actual plane/train tickets. Your reimbursement will be based on the lowest comparable rate available.
- If you're traveling outside the US and using federal funding, you must fly on a US carrier to be reimbursed

Track your payment here
at GAD's Online Service Center