Travel Expense eForm (TE)

Add Travel Expense Form
Step 1 of 2: Select Traveler

Was a Travel Request Approved for this Travel?   [▼]
If yes:

Travel Request#:		
Traveler Employee/Affiliate ID:		
Traveler First Name:		
Traveler Last Name:		
	SEARCH CLEAR	

If no:

> Are the expenses for this trip considered "in
> State" (traveling to or within DC or Maryland)?   [▼]

Step 2 of 2: Complete Travel Expense Form

Form Information		
Expense eForm ID: Pre-filled	Requested Date: Pre-filled	

Initiator Information	
Name: Pre-filled	User ID: Pre-filled
Email: Pre-filled	Phone: Pre-filled
Initiating Dept: Pre-filled	If any of this information is incorrect, please correct your information in Self Service or contact HR.

If a TR was completed, this information is pre-filled:

Traveler Information	
*Traveler Type:	
*Purpose Type:	
*Describe the Benefit to UMB:	
*Travel Agency:	
Explain why the TREQ is late: Box appears if TR is late.	

University of Maryland Baltimore

Expense to be reimbursed to someone other than Traveler? ☐

If yes, the following box appears:

Reimbursee Information		
*Reimbursee Type:		If Other or Student, the SSN is needed.
*Does this person have SSN?		If No, Visa Number is required.	*SSN/Visa Number:	
*First Name:		*Last Name:	

If employee is the recipient, this box is pre-filled:

Check Address	
*Country:	
*Address Line 1:	
*Address Line 2:	
*City:	
*State:	*Postal Code:	

Choose Types of Expenses You Are Claiming				
☐ Meals	☐ Lodging	☐ Transportation	☐ Mileage	☐ Other

University of Maryland Baltimore

Itinerary

Row	Departure Date	Departure Time	Departing From	To Country	Country Name	To State	State Name	To City/Region	Local Arrival Date	Local Arrival Time	Auto Mileage	Commute Miles(to be subtracted)	Total Miles	Mileage Expense Amount		
1													Pre-filled	Pre-filled	➕	➖
2													Pre-filled	Pre-filled	➕	➖

Over 60 days Travel Return? ☐ (Pre-filled)

From Date:	Pre-filled	Pre-fill Per Diem Amounts?:	☐		
To:	Pre-filled	Lodging:	Pre-filled	Lunch:	Pre-filled	Create Expense Rows
Estimated Expense Grand Total:	Pre-filled	Breakfast:	Pre-filled	Dinner:	Pre-filled

Expense Chart

Date	Breakfast	Lunch	Dinner	Lodging	Shuttle/Taxi	Air/Rail/Bus	Auto Rental	Parking Fee	Bridge or Tolls	Phone/Internet	Registration	Tips	Other	Unreimbursed Amount(to be subtracted)	Daily Total		
																➕	➖
																➕	➖

Expense Grand Total: Pre-filled

*Was any portion of your trip for personal reasons?   [▼]

If yes, the following box appears:

Please enter the dates			
From Date	To Date		
		➕	➖

Explain Expenses: [   ]

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University Funding

Row	Find Chartstring	PCBU	Project ID		Owner Dept		Program	Fund	Account	Transaction Dept ID	Amount		
1	Find Chartstring	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled		Pre-filled		➕	➖
2	Find Chartstring	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled	Pre-filled		Pre-filled		➕	➖

Remainder to be Distributed: Pre-filled.   Should be 0.00.

Form Messages

		Message Text	Description
☐	⚠	Acknowledge compliance with policies and procedures	I certify that the expenses listed on this form comply with applicable UMB policies and procedures (http://www.umaryland.edu/policies-and-procedures/library/financial-affairs) and have not been previously submitted for payment.

File Attachments

	Upload	View	Description	Attachment Id	
1	Upload	View		Pre-filled	Delete
2	Upload	View		Pre-filled	Delete

Add File Attachment

<< Previous   Submit

Save as Draft

Comments

Your Comment:

Comment History:

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View Travel Expense Form

Step 2 of 2: Form History

FormList Fields

eForm ID:	
Workflow Form Status:	Executed
Workflow Form Type:	TEXP

Original Operator:	
Original DateTime:	04/13/2018 1:36:18PM

Last Operator:	Deborah L Tatum
Last By Alternate Operator:	
Last DateTime:	04/13/2018 3:21:20PM

Next Approving RoleUser:

Next Approving RoleName: Who can work this form?

Process Visualizer

UMB_EF_TRAVELER (1 hour 3 minutes) — UMB_EF_TRAVEL_SUPERVISOR (1 minute) — UMB_EF_TRAVEL_APPROVER — UMB_EF_TRAVEL_APPROVER — UMB_EF_TRAVEL_FINSVC (39 minutes) — System

Transaction Log

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	04/13/2018 1:36:18PM	UMB_EF_TRAVEL_ADMINISTRATOR			Submit	Pending
2	04/13/2018 2:40:11PM	UMB_EF_TRAVELER			Approve	Part Apprv
3	04/13/2018 2:41:50PM	UMB_EF_TRAVEL_SUPERVISOR			Approve	Part Apprv
4	04/13/2018 2:41:50PM	UMB_EF_TRAVEL_APPROVER			Approve	Part Apprv
5	04/13/2018 2:41:50PM	UMB_EF_TRAVEL_APPROVER			Approve	Part Apprv
6	04/13/2018 3:21:24PM	UMB_EF_TRAVEL_FINSVC			Authorize	Authorized

Form Messages

Comments

Your Comment:

<< Previous   Next >>

Comment History:

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