

Travel Professionals Group 4th Quarter, 2018 December 5, 2018

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Agenda

1. What's New
2. Late Submissions
3. Meals
4. eTravel System: Roles and Reports
5. Technology Tools
6. Upcoming Deadlines
7. Open Discussion and Questions

Part 1. What's New?

- Federal Per Diems changed October 1
 - The [Travel Webpage](#) currently has two rate charts
 - Please ensure that you are using the correct chart
- [Visitor Services Webpage](#)
 - Accessible from the Mega Menu and the Financial Services Travel Webpage
- [International Travel SOS](#) link added to the Mega Menu

Part 2. Late Travel Expense Submissions

- Travel Expense Forms submitted more than 60 days after the Return Date are late.
- Reimbursements are taxable income
 - Reported on W-2 with employee's wages
 - Reported on 1099-MISC for nonemployees
- Late Submission Form is required

Part 2. Late Travel Expense Submissions

- Late forms are subject to taxation per the IRS.
- Therefore, Late Submission Forms require extensive investigation and review. The reason and supporting documentation must be substantive and defensible.
- Late Submission Forms submitted due to department error will be denied.
 - The department may choose to compensate the traveler for the tax effect

Late Travel Submission Questions?



Part 3. Meals

- **Day Business Travel**

- **Overnight Business Travel**

Note: These conditions are exclusive. That is, a traveler cannot be in both conditions on the same trip. The traveler is either on a day trip or an overnight trip.

Meals – Day Business Travel

- Day Business Travel = Travel that does not include an overnight stay
 - Duration of the Business Travel must be at least eight hours
 - A meal is/are not provided or paid by another entity
 - Receipts required
 - Reimbursements are taxable

Meals – Day Business Travel (cont'd.)

- Reimbursement may not exceed the applicable GSA rate
- Meal times are specified in the Procedure:

Meal	Time Period Served
Breakfast	5AM – 9AM
Lunch	11AM – 2PM
Dinner	4PM – 10PM

Meals – Day Business Travel (cont'd.)

- Operational Units may elect to disallow payments for Day Business Travel meals. It is recommended that the traveler consult with the Operational Unit's Travel Approver **prior to the trip** to determine whether a meal may be reimbursed.
- Operational Units have the authority to establish additional requirements for Day Business Travel meals. An Operational Unit's requirements may supplement, but may not replace, or be less restrictive than, the requirements set forth in this Procedure. Operational Unit requirements must be consistent with IRS regulations and applicable USM and UMB policies.

Meals – Overnight Business Travel

- Overnight Business Travel = Travel that includes an overnight stay
 - Day of Departure and Day of Return:
 - 75% of the total daily GSA per diem for domestic travel
 - 75% of the total daily Dept. of State per diem for international travel

Meals – Overnight Business Travel (cont'd.)

- Domestic Scenario:
 - Charlie attends a conference in Atlanta from March 4 – March 8. He leaves Baltimore on March 4 and returns on March 8. The conference provides lunch each day.

Meals – Overnight Business Travel (cont'd.)

- Eligible Meals:

	Breakfast	Lunch	Dinner
March 4	-----48.00-----		
March 5	16.00	0.00	31.00
March 6	16.00	0.00	31.00
March 7	16.00	0.00	31.00
March 8	-----48.00-----		

- GSA Rate for Atlanta:
- Breakfast - 16.00, Lunch - 17.00, Dinner - 31.00
- Total = 64.00 $64.00 \times 75\% = 48.00$

Meals – Overnight Business Travel (cont'd.)

- International Scenario:
 - Susie attends a conference in London from March 4 – March 7. She leaves Baltimore on March 3 and returns on March 8. The conference provides lunch each day.

Meals – Overnight Business Travel (cont'd.)

- London Meals and Incidentals Rate (M&IE)
= \$191.00

Breakdown:

Breakfast... \$29.00

Lunch.....48.00

Dinner.....76.00

Incidentals....38.00

Total..... \$191.00

Meals – Overnight Business Travel (cont'd.)

- Eligible Meals:

	Breakfast	Lunch	Dinner
March 3	-----114.75-----		
March 4	29.00	0.00	76.00
March 5	29.00	0.00	76.00
March 6	29.00	0.00	76.00
March 7	29.00	0.00	76.00
March 8	-----114.75-----		

- Rate for London:
- Breakfast – 29.00, Lunch - 48.00, Dinner - 76.00
- Total = 153.00 $153.00 \times 75\% = 114.75$

Meals – Overnight Business Travel (cont'd.)

- The rate to use is based on the location of the work activities based on the agenda or by the location of the Lodging based on the Lodging receipts. The same method for determining the rates must be consistently used throughout the trip (page 16).

Meal Questions?



Part 4. eTravel System – Roles and Reports

- eTravel System Role Information is available on the Financial Systems website:

<https://www.umaryland.edu/financialsystems/etravel/>

- Basic overview of the system:

<https://www.umaryland.edu/media/umb/af/fsys/introduction.pdf>

- [Determine the Role\(s\) You Will Fulfill in eTravel](#)

Part 4. eTravel System – Roles and Reports

- What is a Travel Administrator?
 - Requires CITS access form.
 - Validate that all Request and Expense items comply with UM Travel Policy.
 - Update and maintain department's list of Travel Supervisors.
 - Enter eTravel eForms for self, Employees, and NonEmployees.
 - Enter eTravel Request eForms.
 - Collect and store expense receipts.
 - Approve, Recycle, Deny, Upload or Comment on eTravel Worklist items.

Part 4. eTravel System – Roles and Reports

- What is a Travel Approver?
 - Requires CITS access form.
 - Authorize expenditures to the Project(s) that supports the travel.
 - Certify that all travel expenses adhere to the current UM Travel Policy.
 - Approve, Recycle, Deny or Comment on financial expenditures related to the eTravel Request and/or Expense eForm.

- What is a Travel Supervisor?
 - Assigned by the Travel Administrator.
 - Cannot be subordinate to the traveler, but should have some leadership or authority within the department.
 - Acknowledge an Employee's request to travel on behalf of the University.
 - Approve, Recycle, Deny or Comment on Employee Worklist items .

Part 4. eTravel System – Roles and Reports

- Administrators and Approvers should be checking attachments.
- Please do not simply click Approve without evaluating the e-form content and attachments.

Part 4. eTravel System – Roles and Reports

- Review available reports
- Please submit requests for additional queries or reports that may be helpful. Submit requests and suggestions to travelhelp@umaryland.edu

eTravel System Questions?



Part 5. Technology Tools

- SYMPA:

<https://www.umaryland.edu/cits/services/sympa/>

- Used for creating large mailing lists
- Manually add and delete addresses

- Accellion:

<https://www.umaryland.edu/cits/services/accellion/instructions-for-accellion/>

- Used for sending large files or sensitive information

Part 6. Upcoming Deadlines

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- Deadlines are posted on the Financial Services – Announcements webpage:

<https://www.umaryland.edu/financialservices/announcements/>

Tuesday, December 11:

- Approved employee eTravel forms in order to be included in the December 28 paycheck.
- Approved nonemployee eTravel forms and supporting documentation by 5:00 PM in order to be included in December financial reports.

Questions?

