

## FAQs & Scenarios

### Transportation

#### Airfare

1. If I my spouse accompanies me on my trip, can I still book my airfare through a UMB travel agency?

- Yes. The travel agency will bill UMB for the traveler's airfare; but, the airfare for the spouse must be paid using a personal credit card at the time of booking.

2. My airfare was booked through the travel agency. An emergency occurred over the weekend that caused me to change my departure time. How do I make a change to my itinerary?

- Contact the travel agent to make the change. If the change was due to a personal emergency, pay the travel agent using a personal credit card. If the emergency was work-related, let the travel agent and your department's Travel Administrator know the reason for the change.

3. I would like to extend my international trip for sightseeing in another country and fly back to the US from a different city. What airfare will UMB reimburse?

- UMB will reimburse the lesser of the return trip from the conference or from the traveler's actual returning point. The cost to travel from the conference to the other country is not reimbursable.

4. I don't see my question here. Where can I get additional help?

- Email questions to [travelhelp@umaryland.edu](mailto:travelhelp@umaryland.edu)

#### Scenarios

I. Oliver booked a flight from Baltimore to Tokyo. His flight itinerary indicated business class. Oliver did not get the required pre-approval from his A-Dean/AVP. He is eligible to receive reimbursement for the cost of economy or coach. The cost for the upgrade to business class is not reimbursable.

II. On his next trip Oliver booked a flight from Baltimore to Rome. His A-Dean approved upgraded travel. Oliver booked a first class flight. He is eligible to receive reimbursement for the cost of business class. The cost for the upgrade to first class is not reimbursable.

III. On his next trip Oliver booked business class from Baltimore to New York. He is eligible to receive reimbursement for the cost of economy or coach. The cost for the upgrade to business class is not reimbursable. Oliver asserts that his A-Dean approved upgraded travel. Per page 9 of the Procedure, the A-Dean's approval only applies to international travel. To qualify for upgraded domestic travel Oliver needs a signed medical statement from his healthcare provider.

IV. Judy is flying from Baltimore to London for a conference. Before the conference she plans to spend some time in Ireland for a vacation. After the conference she plans to go to Paris for vacation. She flies back to Baltimore from Paris. The conference was for 3 days. Judy's total trip lasted 10 days. Judy is eligible to be reimbursed for the cost to fly from Baltimore to London. The reimbursement for the return trip is the lesser of the return trip from London or from Paris. Airfare between Ireland and London and between London and Paris is not reimbursable.

V. Judy repeats the trip in number IV. Except, the total trip lasts 8 weeks instead of 10 days. The conference is 3 days and the remainder of the trip is for personal activities. The IRS is clear that a trip like this "is considered primarily personal in nature in the absence of a clear showing to the contrary." None of the airfare is reimbursable.

VI. Judy repeats the trip in number IV. She books the airfare to London and from Paris through the UMB travel agency. The department Travel Administrator determines that it would have been cheaper to fly home from London. Therefore, UMB has been overcharged for the return flight. Judy is required to repay UMB the difference. The Travel Administrator can reduce Judy's expense reimbursement by entering the difference in the column for subtractions and making a note in the explanation box. If Judy does not have an expense reimbursement, Judy is required to submit payment to the department. Or, the department can request Financial Services – General Accounting issue an invoice to Judy.

VII. Steve submits a Travel Request to attend a conference in Germany for 3 days. The total number of days submitted on the Travel Request is 5 days, allowing one day for travel before the conference and one day for travel after the travel. Six weeks later Steve submits a Travel Expense reimbursement request for his trip to Germany. The air itinerary shows that Steve returned two weeks after the conference ended. Steve is requesting reimbursement for two additional days of lodging and meals citing that he met with colleagues after the conference, but cannot provide agendas for these meetings. The department Travel Administrator denies the request for the additional lodging and meals because the Travel Request indicated that Steve was returning the day after the conference. Therefore, the additional charges were not properly approved and the department is not required to reimburse for the additional charges.

## Mileage

1. Do nonemployees have to subtract commute miles?
  - No.
2. Does an employee have to subtract commute miles on a regular non-working day (i.e. weekend, holiday, etc.)?
  - No.
3. Why do I have to submit mileage printouts every time I travel to the same location?
  - Auditors require a printout showing the mileage traveled. We found that listing mileage between UMB and popular locations resulted in travelers using the mileage stated on our webpage when the actual distance from their starting point, less commute miles, was less than the number of miles stated on our webpage.
4. I am having difficulties calculating mileage. Where can I get additional help?
  - Please see page 10 of the [Procedure](#) for several different examples.
5. I don't see my question here. Where can I get additional help?
  - Email questions to [travelhelp@umaryland.edu](mailto:travelhelp@umaryland.edu)

## Scenarios

- I. Examples are provided in the [Procedure](#) beginning on page 10.
- II. Peter is scheduled to attend a one-day conference in Bethesda from 9:00 – 5:00. Peter lives in College Park and drives straight to the conference and returns home from the conference. Peter submits an expense reimbursement request showing the departure and return as UMB. The department's Travel Administrator should check with Peter to confirm whether he visited UMB that day. If not, Peter is not eligible for mileage reimbursement. If Peter states that he did visit UMB that day, the Travel Administrator should note the conversation in the comments box.

## Parking

1. What do I do if I lost my parking receipt?
  - Upload an approved [Missing Receipt Certification Form](#) into the eTravel System.
2. My regular parking garage is the Saratoga Garage. I met with colleagues in the Campus Center and parked on Greene Street. Is my parking expense reimbursable?
  - No.
3. My regular parking facility is not open 24 hours and sometimes I need to leave my car overnight while I am traveling. What can I do?
  - Contact Parking and Transportation Services to arrange for temporary parking access in a 24-hour garage. UMB cannot reimburse or refund parking expenses incurred for parking in a facility other than the employee's assigned facility.
4. I don't see my question here. Where can I get additional help?
  - Email questions to [travelhelp@umaryland.edu](mailto:travelhelp@umaryland.edu)

## Scenarios

I. Cathy stays in a conference hotel where parking is included in the cost of the room. Instead of using the hotel parking facility, she parks in a garage that is closer to the conference and is easier to access than the hotel's parking. She submits receipts for the conference garage. Cathy is not eligible for the parking costs incurred because the cost of the hotel included parking at the hotel.

II. Terry prefers to park in the hourly lots at BWI Airport for convenience. Terry is eligible for the daily rate. The difference between the daily rate and the hourly rate is Terry's responsibility.