Travel Procedures for Facilities Management Employees

Effective July 2009

Facilities Management’s Travel Coordinator:
Stephanie Miller, 1301 Service Bldg., 301.405.3214

- **Planning and FM Approvals** - To make travel arrangements, please complete a Travel Profile form indicating your preferences for your travel. You must obtain approval from your immediate Supervisor and your Director before submitting a Travel Profile form to the Travel Coordinator.

- **Campus Approval** - Your Director also has to approve your trip via the campus’ Travel System by approving an Electronic Travel Approval Request that will be sent to him/her based upon your Travel Profile information. The Electronic Approval Request must be approved before you may go on your business trip.

- **Confirmation** - Once all travel arrangements have been made, you will receive a travel itinerary a few weeks prior to your trip. The itinerary will include all travel confirmations and an Expense Statement for itemizing your expenses.

- **Airline Tickets and Hotels** – These charges may be pre-paid by FM’s corporate credit card. We may pay for room and tax charges only, thus it is possible that the hotel may ask you for another form of payment to pay for incidentals.

- **Rental Cars** - If a rental car is needed, please check the rental car box on the Travel Profile form as it must be pre-approved by your Director before it is reserved. FM cannot pay for the rental car but can reserve it for you. You will have to pay for the rental car and seek reimbursement upon return from your trip. You must have a receipt in order to be reimbursed.

- **Reimbursement** - Upon your return from your trip, an Expense Statement with reasonable receipts must be turned in to the Travel Coordinator to initiate the reimbursement process. The Expense Statement should be submitted immediately upon your return to work and within the same pay period of the trip if possible.

- **Receipts** - Receipts are not needed for meals but are required for all other expenses. (See [http://www.dbs.umd.edu/travel/services/rates.php](http://www.dbs.umd.edu/travel/services/rates.php) for information on meal per diem rates.) It is very important to get the hotel receipt upon check-out even if the hotel is paid for with FM’s corporate credit card. The hotel receipt should be turned in with the Expense Statement.

- **Reimbursable Mileage** - You may be reimbursed for all official business mileage accumulated in a privately owned vehicle (POV) that is beyond the normal round trip mileage incurred from the employee’s home to your permanently assigned office and back home again. In other words, if you leave your home and travel to a conference, training or meeting and back home, you must subtract your normal daily total commuting miles to/from work from the total mileage of your trip. For additional information on rates and policy, please click on the link to view the University policy on POV mileage: [http://www.dbs.umd.edu/travel/policy/umtravel/POV.php](http://www.dbs.umd.edu/travel/policy/umtravel/POV.php)

If you have any questions, please call Stephanie Matthews at ext. 301.405.3214.