

Travel Professionals Group 4th and 1st Quarter 2019 - 2020

Presenter: Cindy Lyons,
Acting Assistant Controller

Agenda

1. International Travel Updates – Steve Deck, Environmental Health and Safety Director
2. What's New
3. Issues and Updates
4. UMB Policies and Procedures/Hot Topics
5. eTravel System
6. Quantum Financials and Analytics
7. Upcoming Events
8. Special Presentation by Norma Hunter, Administration and Finance Senior Organization Development Consultant

Part 1: International Travel Updates

Steve Deck, Director of Environmental Health and Safety

Part 2: What's New

What's New

- Debbie Tatum retired!
 - Search is underway
- Mileage per diem change effective 01/01/2020:
 - New rate is .575 per mile
 - Old rate was .580 per mile
 - The eTravel system automatically applies the correct rate according to the itinerary dates listed on the form

What's New

8,821

Travel Expense forms were processed in 2019!



Part 3: Issues and Updates

Issues & Updates

- Processing delays
 - Employees
 - Nonemployees
 - Special cases: SPC, terminated, and others
- Employee name and form number are missing on the Analytics report
- Locating payment information for nonemployees

Reminders

- New Travel Administrators and Approvers access request forms require the Understanding the Business Travel Curriculum Certificate:
<https://www.umd.edu/financialservices/di/sbursements/travel/>
- Include all Org numbers on the access request forms
- Email questions to travelhelp@umd.edu

Part 4: UMB Policies and Procedures/Hot Topics

Policies and Procedures/Hot Topics

- [UMB Policy on Business Travel for UMB Employees and Nonemployees](#)
- [Procedure on Business Travel](#)
- [UMB Policy VIII-99.00\(A\) on Food and Business Meals Expense](#)
- [Procedure on Food and Business Meals Expense](#)

Policies and Procedures/Hot Topics

- When completing forms, please remember to include the following:
 - Return trip in the itinerary section
 - Agenda
 - Nonemployee Business Travel Certification Forms
 - Required for all nonemployee travelers – students, too!
 - Explanations for lodging paid with P-Card and include the P-Card holder's name

Policies and Procedures/Hot Topics

- Lodging:
 - Allowable when the destination is more than 50 miles from the employee's starting point, after deducting commute mileage.
 - Refer to page 6 of the [Procedure](#)
- Business Meals:
 - Meal limits
 - Know which account to use

Part 5: eTravel System

eTravel System – Work in Progress

- Search page
 - Add amount?
- Reminder messages
 - Agenda attached

Part 6: Quantum Financials and Quantum Analytics

Quantum Financials and Quantum Analytics

- Overview of how information gets into Quantum Financials.
- How to find payments in Quantum Analytics

Part 7: Upcoming Events

- Disbursements Workshop – Processing Invoices in Quantum Financials
 - Wednesday, January 29, 2020
 - 10:00 AM – 12:00 PM
 - School of Nursing, Room 130

- Financial Services/Management Advisory Services Workshop – New Cash Handling Procedures Effective March 1, 2019
 - Wednesday, February 12, 2020
 - 10:00 AM – 12:00 PM
 - School of Pharmacy, Room N203

Questions?

