UMBC TRAVEL APPROVAL PROCESS

With many processes switching to remotely accessible Docusign processes during the COVID pandemic, the University has changed the travel approval and reimbursement process.   The directions below are meant to serve as a reference guide on how to request travel approval and reimbursement with the new process. To request travel authorization and reimbursement for any travel in which UMBC or grant funds will be used, you will need to first log into your myUMBC account and then click on the following link to access the travel request form.

 https://docusign.umbc.edu/secure/prd/tr/travel.php

Once you are on the travel request form, you **must** give Michele Mullins, Nicole Seabolt **and** Ramona Patel permission to review and edit the travel form. To give them permission,

Click on the "Actions" Tab on the right hand side of the screen. Then click "Go To Admin". Next click on "Profile". This is where you can Add Email addresses to persons allowed to submit travel requests for you. Add the following email addresses: mmullins@umbc.edu, nseabolt@umbc.edu, RamonaPatel@umbc.edu

Michele will handle faculty travel requests, Nicole will handle graduate student travel requests, and Ramona will handle seminar speaker and visitor travel requests; However, please make sure to add all three names so that there is the possibility for redundancy.

Once you have given permission to Michele, Nicole and Ramona, click "Go Back to Main". Then click on "Create Pre-Approval" (in Green) to begin the process. Select "Me" under who will be the traveler. Next, click on the drop down arrow next to Preparer (This is where you will select either Michele, Nicole, or Ramona to be able to complete the travel on your behalf for this specific trip). *Please note*: you will have to click on individual tabs on the travel form to input the required information. Continue filling in as much of the information as you can – then hit Save.

Once you have your preferred airline information, Michele, Nicole or Ramona will contact the travel agency for you! You will have to provide the following information to them to book your airline ticket:

- **Date of birth ***
- **Cell Phone Number for airlines to contact you directly**
- **Where will you be travelling (City and State)? ***
- **Departure Date ***
- **Return Date ***
- **Depart Airline and Flight Number ***
- **Return Airline and Flight Number ***
- **Estimated Flight Cost ***
- **OR Rail or Bus cost ***

To complete the travel request form, so that Michele, Nicole or Ramona can process the paperwork for you, you will need to fill out the following information in the online form.

- **Account to be charged ***
- **Purpose of trip. ***

- **Name of Conference ***
- **Per Diem estimate $56 x # days ***
- **Total estimated Hotel Expense ***
- **Registration fees ***
- **Parking fees / Taxi / Shuttle estimate**
- **Personal Auto cost @ 58.5 cents/mile (must include Google Map from UMBC to Destination and Back)**

Once you have filled in this information, click Save from the Actions tab. You must email either Michele, Nicole or Ramona to let them know, so that they can review and submit the request for approval.   If you don't email the appropriate person, they won't know there is something waiting for them to review and will result in delay of your travel approval.

Remember, all travel that is to be reimbursed by either grant or UMBC funds, must be approved prior to travel, so please complete this form as soon as possible, but no less than 2 weeks prior to travel. If you have any questions about the form or this process, please reach out to Michele, Nicole or Ramona.