



UNIVERSITY OF MARYLAND

COLLEGE OF AGRICULTURE AND NATURAL RESOURCES
Office of the Assistant Dean for Finance and Management

1105 Symons Hall
College Park, Maryland 20742-5565
301.405.3009 TEL
301.405.0543 FAX

Date: March 20, 2002
To: College of Agriculture and Natural Resources
From: Daniel W. Ramia
Ref: Frequently Asked Travel questions

1. If the ELF expense statement is prepared by the traveler, do they actually need to sign a hard copy? Isn't the electronic submission attesting to the correctness enough? An unsigned hard copy and receipts will be maintained at the appropriate site.

If the ELF expense statement is prepared by the traveler, they should check the traveler attestation button on the last tab. The employee (traveler) would not need to sign a copy. Visitors who travel to the University and request reimbursement would be required to sign the expense statement.

2. Many of our Extension faculty travel into surrounding states like Delaware, Pennsylvania and West Virginia as part of their outreach efforts. They are not aware from week to week when travel out-of state will be required. Is there some mechanism via the Travel Approval Request for mileage only that they could to a "blanket" for a one-month period?

A monthly Travel Approval Request can be prepared for mileage travel to the surrounding states. This would include Delaware, Pennsylvania, West Virginia and the non-metro area of Virginia. A Travel Approval Request would be prepared at the beginning of each month stating all states to be traveled to, purposes and a comment stating, "blanket out-of-state travel for Extension or AES related duties. At the end of each month ONE expense statement would be prepared for all travel during that month, related to the Travel Approval Request. Only ONE expense statement can be submitted per Travel Approval Request.

3. Is there a University policy like breakfast and dinner (two hours before or after normal workday) for lunch on a one-day trip?

The cost of lunch is reimbursable only when the traveler stays overnight on travel. One exception exists; at meetings where it is necessary to maintain the continuity of the meeting and a planned luncheon is served to all attendees, this luncheon is reimbursable to the faculty members within the schedule of rates for meals provided that such meeting had its beginnings more than two hours prior to the normal lunch period and extends two hours or more beyond the normal lunch period.

4. How do we handle within Extension the vehicle waiver for Extension faculty that reside in another college but are paid by AGNR Extension funding?

The vehicle waiver policy regarding use of personal vehicle instead of the University motor pool is being revised by the College and the Department of Business Services. Once a new policy has been established it will be distributed to all College personnel. Until this is issued continue to place in the comments field "MCE/AES Mileage Waiver".

5. Many faculty are limited on expense reimbursement to a specific dollar amount on a certain trip, while using their expense statement showing all expenditures for IRS/tax return documentation. In the past they would list all expenditures relating to the trip and on the last line of the expense statement place a line titled "Unreimbursable Expenses" and place a negative amount in that column. This would bring the reimbursable amount down to the allowed reimbursement. Example (only \$300 allowed to be reimbursed):

Meals	\$120
Lodging	\$350
Taxi	\$25
Unreimbursable	<u>\$(195)</u>
Total	\$300

Can this be done with the ELF expense statement?

No, the item Unreimbursable Expense does not fit into any University approved expense category. Since many expense reimbursements are limited to a specific dollar amount, while travelers use this for tax purposes; it is suggested that the amount over allowable reimbursement be annotated in the comments section of the expense statement. Appropriate charges up to the reimbursable amount would be placed in the dollar fields while amount expended but not reimbursed would be detailed in the comments section of the form.

6. Can we assign multiple FRS numbers on one expense statement? It appears the ELF expense statement was designed for that.

Yes, the electronic expense statement has been designed to accept multiple FRS numbers. Each cost category allows for changing of the default FRS number if split funding was made available.

7. If the Travel Approval Request encumbers funds in FRS, how does one disencumber those funds if the trip is not taken?

Contact General Accounting/Comptroller's Office to disencumber funds if a trip is not taken, providing the last name, trip number and amount encumbered.

8. Many department names are not listed or listed incorrectly, i.e. Cooperative Extension. What department title should be selected from the list?

To ease the initial rollout of the travel program, Travel Services will list one department title for the college. It will be AGNR – College of Agriculture & Natural Resources. Once the use of the department title is determined, expansion to include individual departments will be considered.

9. On the Travel Expense Statement form, it looks like we can change the in-state/out-of-state code for each expense item. Should we be mixing codes?

No, all expenses on an expense statement should relate to either in-state or out-of-state travel. Charges for mileage to the airport or parking at the airport are all considered costs associated with the out-of-state trip.

10. Can individual travelers have a Diners Club Travel Card?

No, the Diners Club Travel Cards are to be issued to 'key' administrative support personnel in each department/unit. That person will be making reservations for lodging, purchasing tickets for transportation and paying for conference and registration fees. The card holder will then have to collect all necessary backup from the traveler to support the charges being placed on the travel card which includes receipts for lodging, transportation, registration fees and any other expense as outlined by our Travel Service Office. The card holder will prepare a monthly Travel Card Transaction Log which is to be reconciled to the Diners Club Card Monthly Statement. This log must be reviewed, signed off by the card holder's supervisor and kept on file for audit purposes.