

## FAQs & Scenarios

### Reimbursement

1. Is there a deadline for submitting reimbursement requests?
  - Yes. A request for reimbursement must be entered into the eTravel System within 60 days after the return date. After 60 days the reimbursement request is subject to income tax withholding. After 6 months the reimbursement request cannot be paid.
2. How are reimbursements paid?
  - UMB employees receive reimbursements in their paychecks. See the [Employee Reimbursement Schedule](#) for pay dates. Nonemployees will receive a check from Annapolis in approximately 2-3 weeks after the reimbursement has been approved by Financial Services.
3. How can I check to see if a travel expense form has been paid?
  - Log into MyUMB. Click eTravel Home Page>View an eTravel Form>enter form number or recipient's name>Search>Select form>The Pay End Date should appear in the upper right-hand corner of the eform if the form has been paid.
4. I don't see the Pay End Date. What should I do?
  - From the same screen click Next to see the Form History page. On this page you can view the Workflow Form Status. If the status is Executed the payment is in progress. If the status is something other than Executed, skip down to the Transaction Log to determine who needs to approve the form. For additional assistance email [travelhelp@umaryland.edu](mailto:travelhelp@umaryland.edu).
5. What do I do with the receipts?
  - Receipts must be scanned and uploaded into the eTravel System.
  - Original receipts for Employee reimbursements must be retained in the department.
  - Original receipts for Nonemployee reimbursements must be delivered to Financial Services within two weeks of submitting the etravel expense form. See page 27 of the [Procedure on Business Travel for Nonemployees](#).
6. What should I do if I cannot find an original receipt?
  - A [Missing Receipt Certification Form](#) can be completed. Financial Services will review the circumstances to determine whether the form is sufficient documentation to support the expense.

### Scenarios

I. Lucy is an employee who attended a conference in New York scheduled from 8:00 on March 3 through 5:00 on March 5. She left on March 2 and returned on March 8. Her expenses are as follows:

- a. Mileage to BWI airport = 30 miles less 20 commute miles
- b. Round trip airfare = 585.00
- c. Taxi to NY hotel = 37.00, includes tip
- d. 5 nights at NY hotel = 1,750.00, includes taxes
- e. Taxi to NY airport = 52.00, includes tip
- f. Parking at BWI = 72.00
- g. Meals – no meals were provided by the conference
- h. Mileage home from the BWI airport = 30 miles less 20 commute miles

Lucy cannot find her receipt for the BWI parking.

- Lucy must submit her reimbursement by May 2 to avoid having taxes withheld on the payment.
- Mileage is reimbursable for up to 10 miles each way, to and from BWI.
- Round trip airfare is reimbursable. Receipt showing the airfare and related fees is required.
- Taxis are reimbursable. Receipts showing fare and tip are required.
- Lodging is reimbursable as follows: Lucy is eligible for up to 3 nights lodging – March 2, March 3, and March 4.
- Parking is reimbursable for March 2 – March 5. Lucy must complete the Missing Receipt Certification Form.
- Eligible meals:
  - March 2 & March 8: 75% of 69.00
  - March 3 – March 5: 69.00

II. Using the same information in the previous scenario, suppose Lucy submits her reimbursement request on May 15. Lucy is required to complete the Late Submission Form acknowledging that her request is more than 60 days past the trip return date. Taxes will be withheld from her reimbursement.