What’s Different When Entering For Non-Employees?

Travel Administrators Presentations
April 26, 2012
Definition of a ‘Non-employee’

- Non-employee: anyone not employed by University of Maryland (Baltimore)
  - Students who are not employed by UM
  - Others not employed by UM
  - Affiliate (has UM Affiliate ID number)

- Students who are employed by UM are employees
No Travel Supervisor

- Travel Supervisor role does not apply on Non-employee Request or Expense eForms

- Request eForm will route:
  - Travel Administrator (initiates)
  - Travel Approver (approves)
  - System (loads)

- If Travel Administrator holds both roles, Request eForm will immediately load to System
Travel Expense eForm will route:
- Affiliate Traveler (if applicable)
- Travel Administrator (initiates)
- Travel Approver (approves)
- Financial Services Travel Approver (approve to pay)
- System (passes to Accounts Payable)

eForms do not route to Travelers with ‘Student’ or ‘Other’ status
Traveler Identification must be entered manually:

- First and Last Names
- Address
- Social Security or visa number
Travel expense eForms

- Traveler Identification fed from Travel Request
  - Name and address may be used for check delivery

- Traveler’s Approval – Options
  - Traveler signs printed copy of eForm; upload copy to Expense eForm --OR--
  - Email certification statement to Traveler along with copy of Expense eForm. Traveler emails back with approval. Upload copy to Expense eForm.
Not New, But Important

- Receipts
  - **Tape** receipts to letter-size paper
  - **Copy & upload** to Expense eForm
  - **Print APPROVED** Expense eForm
  - **Attach** original receipt pages to APPROVED Expense eForm
  - **Send or Deliver** to Financial Services Travel
Payment Processing

- Requires **APPROVED** expense eForm + original receipts
  - Processing stops until these items arrive
- Payments are processed & submitted by UM Accounts Payable as for any other UM vendor
- Checks are cut and released by State of Maryland