

USM Office Travel and Expense Reimbursement Policies

Overview

Table of Contents

General Rules	1
Mileage Reimbursement.....	2
Parking	2
Out-of-State Travel	2
Per Diem.....	3
<i>Per Diem exceptions:</i>	3
<i>International Travel:</i>	3
KFS References for Completing Expense Statement	4
Non-Employee Reimbursements	4

General Rules

In general, USM Office follows the UMD policies on travel and expense reimbursement, available here: (http://www.dbs.umd.edu/travel/policy/umtravel/trav_guide.php). The most recent version of the Expense Statement is located online, [here](#), and is linked on the USM HR website, or on the USM Comptroller’s website, (<https://www.usmd.edu/usm/adminfinance/comptroller>). Please be sure to use the latest version, which will be linked on the website, as reimbursement rates (i.e. per diem and mileage) change periodically. In the event you incur business expenses that were not the result of travel, for example, you purchased refreshments for a meeting or supplies, please use the [Non-Travel Form](#). Expense reimbursements are processed through College Park’s Central Accounts Payable, which in turn are processed through the State’s payroll.

1. Expense reimbursement forms should be submitted to the Comptroller’s office within a “reasonable time period” – this is now being defined as either
 - a. after any out of town travel requiring hotel and/or air travel, or
 - b. at least quarterly.
 - c. **Requests for expenses that are greater than one year old cannot be honored.**
2. Please be sure to complete all applicable fields that appear below the bold line (i.e. contact information, account codes, approver name and title, etc.).
3. A specific purpose must also be provided – if there is more than one business purpose, for example, you had various meetings over the course of a month, please list all purposes by date on a SEPARATE page.

4. Mileage: the traveler enters total miles driven and normal commute, the total “REIMBURSIBLE MILES” will automatically calculate.
5. Approval signature: please keep in mind that this must also be completed on a timely basis so as not to delay employees further from receiving their reimbursements.

Detailed below are a few common reimbursement requests:

Mileage Reimbursement

When seeking mileage reimbursement for travel in a personal vehicle for a business purpose, the following rules apply:

1. A driver who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip (i.e., mileage from the office to the field site and back to the office) because the driver will have also driven his/her normal daily commute.
2. A driver who conducts State business prior to coming into the assigned office or on the way home from the assigned office may be reimbursed for all mileage **in excess of the daily round-trip commute** miles normally traveled.
3. A driver who leaves home to conduct business and returns home without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip **in excess of the daily round-trip commute** miles normally traveled.
4. In no event shall a driver be reimbursed for commuting to and from his/ her assigned office.
5. Mileage will be reimbursed at the rate of 57.5 cents/mile for calendar year 2020 (see <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-11.10.pdf>).

Parking

Receipts are required when parking expenses are requested.

Out-of-State Travel

If an employee will be travelling out-of-state (or will have an overnight stay in-state) the employee must obtain supervisor approval prior to the trip. Additionally, we request that the Comptroller’s office be informed of the trip in advance. Reimbursement requests must be sent upon return from any trips falling into this category.

Employees should make reasonable and appropriate travel arrangements and be alert to possibilities to obtain air, hotel and rental car services at the discount rates available to the University System or institution. Employees are expected to make advance bookings, using the least expensive logical fare via the most direct route (or other reasonable routing that results in a lower fare). Fees such as seat/vehicle upgrades, early check-in privileges and additional expenses incurred as a result of travelling with a companion are not reimbursable.

In the event of changed plans, cancellation and other penalties will be paid by the institution provided that the cancellation or change was made for the convenience of the institution or was necessitated by circumstances of an emergency nature.

Per Diem

During overnight business travel, meal per diem may be claimed in accordance with state per diem rates (as of 9/1/2019, this is \$56: \$13 for breakfast, \$15 for lunch and \$28 for dinner). Per diem for the first or last day of the overnight trip (when the employee will be home part of the day), is only allowed for meals that fall within the times of travel (e.g. if you will be traveling at lunchtime, lunch and dinner may be claimed; if your travel begins after lunch, only dinner may be claimed. Breakfast may not be claimed on the first day of travel). Per diem cannot be claimed for meals that are included in the hotel or conference registration fee. If attending a conference, the agenda should be submitted with the expense reimbursement form. Receipts are not required for per diem meals.

Per Diem exceptions:

- If exceptional circumstances necessitate a high cost meal, reimbursement may be approved "up to actual reasonable cost with itemized receipt," pursuant to limits imposed by the unit and available funds, and as determined by the approving authority. The traveler and approving authority for the trip are responsible for assuring the appropriateness of meal expenditures in excess of Board approved per diem rates; these are updated annually and posted to the following site <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-11.10.pdf>. In the event no itemized receipt is provided, only per diem will be reimbursed. High Cost Per Diem rates can be found here: <https://dbm.maryland.gov/Documents/TravelManagementServices/meal-rates.pdf>
- If employee covers the meal of another person for business meal, names of other people in attendance must be provided.
- Alcohol is not reimbursable.

International Travel:

Per diem rates for International Travel are determined by the U.S. Department of State and can be found on the State Department's [website](#).

KFS References for Completing Expense Statement

The Expense Statement form requests a KFS Account number. Listed below are some of the common Account Numbers used by our employees. This is not an exhaustive list.

Academic Affairs	08-1551010
VC General Admin	08-1552010
Budget Office	08-1552020
University Planning	08-1552030
Personnel Office	08-1552050
Internal Audit	08-1552210 or 08-2900200
Facilities Operation	08-1552310
Economic Development	08-1553010
Advancement	08-1556010
University Relations	08-1556030
Advancement Research	08-1556090
MDREN	08-2814600

An “object code” is also requested on the second full input line of the form. For in-state travel, the code that should be used is 3311. For out of state travel, use 3321. International, 3360.

Non-Employee Reimbursements

In the event our office is requesting reimbursement for a non-USM Office employee (even if the person is a System employee), a memo from the department head must be submitted with the reimbursement form explaining why we are paying the non-employee’s expenses.