

**How to Enter UMB Employee  
Business Expense Reimbursements  
into the  
Travel/Business Expense System (TBE)\***

\*Formerly known as the eTravel System

**September 1, 2020**



UNIVERSITY *of* MARYLAND  
BALTIMORE

Office of the Controller  
Financial Services – Disbursements

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## Getting Started

UMB Employees may incur out-of-pocket costs to purchase necessary supplies or other items to perform their duties or to support UMB business activities. These business related expenses must be pre-approved by the Employee's supervisor and by the individual with fiscal authority over the UMB Funds used to cover the costs. This pre-approval may be in the form of an email, a form, or other documentation. Operational Units (schools, divisions, departments) may develop a formal approval process, limit reimbursements due to funding constraints, or develop additional controls for managing expenditures. Expense reimbursements submitted more than six months after the date shown on the receipt will not be paid.

The Travel/Business Expense System (TBE), formerly known as the eTravel System, is used to process Employee Travel and Business Expense reimbursements. An Employee is any individual whose salary is processed through the UMB Payroll Office. Employee and nonemployee Travel Request Forms and nonemployee travel reimbursements are also processed in TBE.

This manual describes how to process **Employee business expense reimbursements**. Examples include reimbursements for office supplies and association dues. Jump [here](#) for a list of the types of expenses that can be processed in TBE.

### Notes:

1. Nonemployee (e.g. students, Affiliate employees) business expense reimbursements are processed in Quantum Financials as NONPO invoices. Instructions for entering NONPO invoices are available under the [Quantum Financials Tutorials](#) in the myUMB portal.
2. Instructions for entering travel expense reimbursements are available under the [UMB Systems Tutorials](#) in the myUMB portal.

## I. Roles and Access

- A. Employee – By default all UMB employees have access to enter their own expense forms. Access request form is not required.
- B. TBE Administrator – aka Travel Administrator – UMB employee or Affiliate employee who can enter forms on behalf of another individual. Access is granted via the [CITS form](#).

TBE Administrator responsibilities:

1. Validate that submissions comply with policies and procedures.
2. Update and maintain department's list of TBE Supervisors.
3. Collect and store expense receipts.
4. Approve, Recycle, Deny, Upload or Comment on TBE Worklist items

- C. TBE Supervisor – aka Travel Supervisor – UMB employee or Affiliate employee who oversees the employee's job duties. The TBE Supervisor cannot be subordinate to the individual requesting the reimbursement. The TBE Supervisor cannot approve a request that will affect a person related to the Supervisor. See [UMB Policy VIII-14.00\(A\) on Approval, Payment and Reimbursement of Personal Business-Related Expenses of UMB Employees.](#)

The TBE Supervisor's responsibility is to review the reimbursement request to determine that the expenses are related to UMB business and appropriate for the employee's job duties. Access is granted by the department's TBE Administrator. An access form is not required; however, the department head is responsible for overseeing TBE Supervisor requests.

- D. TBE Approver – aka Travel Approver – UMB employee or Affiliate employee with fiscal responsibilities over the funding source used in the reimbursement form. Access is granted via the [CITS form.](#)

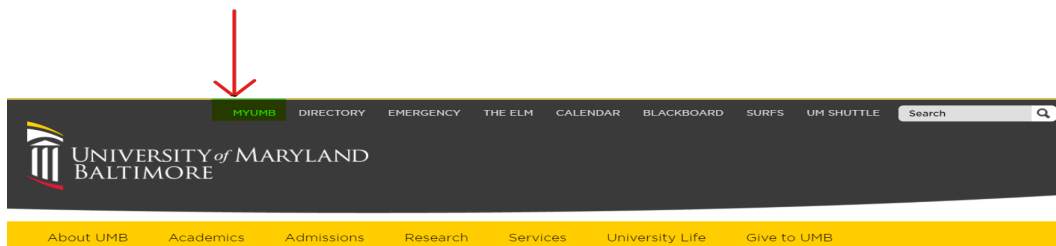
TBE Approver responsibilities:

1. Authorize expenditures on the funding source(s)
2. Certify that the listed expenses adhere to policies and procedures.
3. Approve, Recycle, Deny or Comment on financial expenditures.

- E. TBE Viewer – aka Travel Viewer – UMB employee or Affiliate employee with access to view forms. Access is granted via the [CITS form.](#)

## II. Entering TBE Forms

- A. Log into the myUMB Portal:



B. Click the eTravel Home Page link.



C. Select Start an eTravel Form:

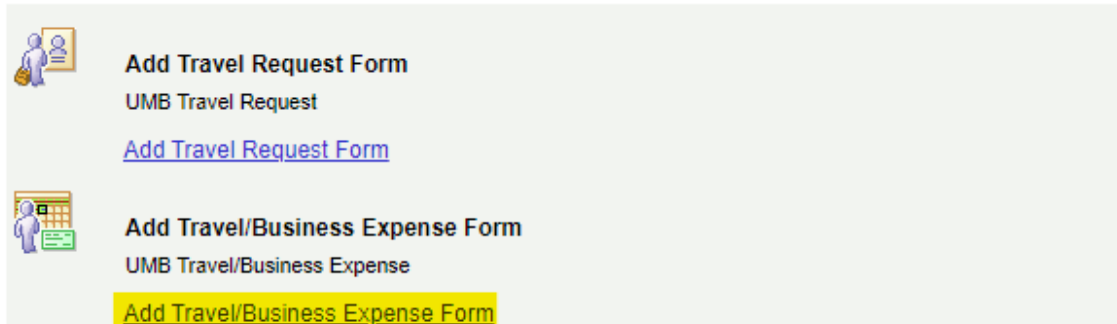
## Electronic Travel Form (eTravel) Home Page


The image shows a screenshot of the 'Electronic Travel Form (eTravel) Home Page'. The page features a light green background and several interactive options, each with an icon and a description:


- My eTravel Worklist**: Work the travel forms that have been routed to you. (Icon: hand holding a document)
- Start an eTravel Form**: Start a new travel form. (Icon: document with a dollar sign, highlighted in yellow)
- Resubmit, Change, or Withdraw an eTravel Form**: Make changes to an eTravel form that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible. (Icon: document with a dollar sign)
- Evaluate an eTravel Form**: Evaluate an eTravel form that has been routed to you for approval. Only forms awaiting your approval will be accessible. This page will allow you to search for a specific travel form. (Icon: document with a dollar sign)
- View an eTravel Form**: View a recently submitted eTravel form, including information about its handling so far. This is a read-only view. (Icon: document with a dollar sign)
- eTravel Reports**: Run Online Queries to generate eTravel related Reports. (Icon: document with a dollar sign)

D. Select Add Travel/Business Expense Form:

## Create a New eTravel/Business Expense Form



 **Add Travel Request Form**  
UMB Travel Request  
[Add Travel Request Form](#)

 **Add Travel/Business Expense Form**  
UMB Travel/Business Expense  
**[Add Travel/Business Expense Form](#)**

E. Next screen. Travel related expenses and non-travel expenses (e.g. office supplies, presentation materials) can be input on the same form. Select Yes or No from the dropdown box.

### Add Travel/Business Expense Form

Step 1 of 2: Select Traveler/Employee 

Does this reimbursement include Travel related expense?

F. Next screen. If travel related expenses are also being requested, the following screen appears. Visit <https://www.umaryland.edu/financialservices/disbursements/travel/approval/> for trips that require a Travel Request Form.

### Add Travel/Business Expense Form

Step 1 of 2: Select Traveler/Employee 

Does this reimbursement include Travel related expense?

Was a Travel Request Approved for this Travel?:

**NOTE:** The remaining steps included in this manual describe non-travel expenses. Visit <https://www.umaryland.edu/financialservices/disbursements/travel/> to learn about travel related expense payments and reimbursements.

G. Next screen.

 **Add Travel/Business Expense Form**

**Step 2 of 2: Complete Travel/Business Expense Form**

---

Form Information	
Expense eForm ID: 10204671	Requested Date: 07/29/2020

Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.

Traveler/Employee Information	
* <input type="text" value="Employee"/> <input type="button" value="Find Employee"/>	Employee ID: Rcd#: 0
Title:	
Dept ID:	Supervisor ID:
*First Name: <input type="text"/>	*Last Name: <input type="text"/>
*Purpose Type: <input type="text"/>	
*Describe the Benefit to UMB: <input type="text"/>	
*Travel Agency: <input type="text"/>	

Check Address	
Country: <input type="text" value="USA"/> <input type="button" value="United States"/>	
*Address Line 1: <input type="text"/>	

Select Find Employee:

 **Add Travel/Business Expense Form**

Step 2 of 2: Complete Travel/Business Expense Form

Form Information	
Expense eForm ID: 10204671	Requested Date: 07/29/2020

Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.

Traveler/Employee Information	
* <input type="text" value="Employee"/> <input type="button" value="Find Employee"/>	Employee ID: Rcd#: 0
Title:	
Dept ID:	Supervisor ID:
*First Name: <input type="text"/>	*Last Name: <input type="text"/>

Next screen. Enter any of the known values:


Select Employee:

Employee ID:

First Name:

Last Name:

Dept ID:

Personalize   Find   View All    First 1 of 1 Last						
Select	Emp ID	Emp Rcd#	First Name	Last Name	Department	Job Code Description
1 <input type="button" value="Select"/>		0				



Next screen. Select the desired employee:

Select Employee:

Employee ID:   
First Name:   
Last Name:   
Dept ID:

Select	Emp ID	Empl Rcd#	First Name	Last Name	Department	Job Code Description
<input type="button" value="Select"/>	025253	0	Cynthia	Lyons	06203000 Financial Services	Assistant Controller

Next screen:

 Add Travel/Business Expense Form

Step 2 of 2: Complete Travel/Business Expense Form

<b>Form Information</b>	
Expense eForm ID: 10204671	Requested Date: 07/29/2020
<b>Initiator Information</b>	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.
<b>Traveler/Employee Information</b>	
* <input type="button" value="Employee"/> <input type="button" value="Find Employee"/>	Employee ID: 025253 Rcd#: 0
Title: Assistant Controller	
Dept ID: 06203000 Financial Services	*Supervisor ID: <input type="text"/> <input type="button" value="Search"/>
*First Name: <input type="text" value="Cynthia"/>	*Last Name: <input type="text" value="Lyons"/>
*Purpose Type: <input type="text"/>	
*Describe the Benefit to UMB: <input type="text"/>	
*Travel Agency: <input type="text"/>	

## H. Lookup Supervisor ID:

**Traveler/Employee Information**

\*   Employee ID: 025253 Rcd#: 0

Title: Assistant Controller

Dept ID: 06203000 Financial Services \*Supervisor ID:

\*First Name:  \*Last Name:

\*Purpose Type:

\*Describe the Benefit to UMB:

\*Travel Agency:

**Look Up Supervisor ID**

Search by:  begins with

[Advanced Lookup](#)

**Search Results**

View 100 First 1-3 of 3 Last

Supervisor ID	Name
<a href="#">023595</a>	Bitner, Gregory Scott
<a href="#">004514</a>	McKechnie, Susan E.
<a href="#">017572</a>	Ward, Roger Jullian

## I. Enter Business Purpose:

### Add Travel/Business Expense Form

Step 2 of 2: Complete Travel/Business Expense Form

Form Information	
Expense eForm ID: 10204671	Requested Date: 07/29/2020
Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.
Traveler/Employee Information	
* Employee: <input type="text"/> Find Employee	Employee ID: 025253 Rcd#: 0
Title: Assistant Controller	
Dept ID: 06203000 Financial Services	*Supervisor ID: 004514 <input type="text"/> McKechnie, Susan E.
*First Name: <input type="text"/> Cynthia	*Last Name: <input type="text"/> Lyons
*Purpose Type: <input type="text"/> <input type="text"/>	
*Describe the Benefit to UMB:	
*Travel Agency:	
Check Address	
Country: <input type="text"/> <input type="text"/>	
*Address Line 1: <input type="text"/>	
Address Line 2: <input type="text"/>	
*City: <input type="text"/> HAMPSTEAD	
*State: <input type="text"/> MD	*Postal Code: <input type="text"/> 21074
Choose Types of Expenses You Are Claiming	
<input type="checkbox"/> Meals	<input type="checkbox"/> Lodging
<input type="checkbox"/> Transportation	<input type="checkbox"/> Mileage
<input type="checkbox"/> Other	

## J. Complete in detail how the purchase is related to UMB business:

### Add Travel/Business Expense Form

Step 2 of 2: Complete Travel/Business Expense Form

Form Information	
Expense eForm ID: 10204728	Requested Date: 08/26/2020
Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.
Traveler/Employee Information	
* Employee: <input type="text"/> Find Employee	Employee ID: 025253 Rcd#: 0
Title: Assistant Controller	
Dept ID: 06203000 Financial Services	*Supervisor ID: 023595 <input type="text"/> Bitner, Gregory Scott
*First Name: <input type="text"/> Cynthia	*Last Name: <input type="text"/> Lyons
*Purpose Type: <input type="text"/> Training	
*Describe the Benefit to UMB:	Purchased poster board and markers to create COVID-19 training materials and posters for the office.
*Travel Agency:	
Check Address	
Country: <input type="text"/> USA <input type="text"/> United States	

Note: Ignore the Check Address section. The payment will be processed through payroll and will be included in the employee's paycheck.

K. Select "Not Applicable" in the Travel Agency dropdown box.

**Add Travel/Business Expense Form**

Step 2 of 2: Complete Travel/Business Expense Form

---

Form Information	
Expense eForm ID: 10204728	Requested Date: 08/26/2020

Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.

Traveler/Employee Information	
Employee ID: 025253	Rcd#: 0
Title: Assistant Controller	
Dept ID: 06203000 Financial Services	*Supervisor ID: 023595 Bitner, Gregory Scott
*First Name: Cynthia	*Last Name: Lyons
*Purpose Type: Training	
*Describe the Benefit to UMB:	Purchased poster board and markers to create COVID-19 training materials and posters for the office.
*Travel Agency:	NOT APPLICABLE

L. Check "Other" in the types of expenses:

**Choose Types of Expenses You Are Claiming**

Meals
  Lodging
  Transportation
  Mileage
  Other

After selecting "Other" the Expense Chart expands to:

Expense Chart						
Date	Phone/Internet	Registration	Other	Unreimbursed Amount(to be subtracted)	Daily Total	
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		+ -
						+ -

If additional rows are needed, click “+”:

Expense Chart						
Date	Phone/Internet	Registration	Other	Unreimbursed Amount(to be subtracted)	Daily Total	
						+ -
						+ -

Fill in the applicable fields. Be sure to describe the purchases in the Explain Expenses field.

Choose Types of Expenses You Are Claiming

Meals
  Lodging
  Transportation
  Mileage
  Other

Expense Chart						
Date	Phone/Internet	Registration	Other	Unreimbursed Amount(to be subtracted)	Daily Total	
07/27/2020			18.98		18.98	+ -
07/28/2020			5.49		5.49	+ -
07/29/2020			15.45	13.12	2.33	+ -
				39.92	13.12	26.80

Expense Grand Total: 26.80

\*Was any portion of your trip/expense for personal reasons?  Yes

Please enter the dates

From Date	To Date	
07/29/2020	07/29/2020	+ -

Explain Expenses:

07/27: Five Poster Boards for Signs  
 07/28: Package of Markers  
 07/29: Pencils - I purchased 13.12 in groceries for myself. Pencils cost 2.33.

M. Jump to University Funding:

University Funding												
Row	Find SOAPF/Proj	Source	Org	Activity	Purpose	Function	Project	Award Funding Source	Expenditure Org	Object/Exp Type	Acct Description	Amount
1	Find SOAPF/Proj									3311	In-State Travel	
2	Find SOAPF/Proj											
										Remainder to be Distributed:	26.80	

N. Click “Find SOAPF/Proj”:

University Funding												
Row	Find SOAPF/Proj	Source	Org	Activity	Purpose	Function	Project	Award Funding Source	Expenditure Org	Object/Exp Type	Acct Description	Amount
1	Find SOAPF/Proj									3311	In-State Travel	
2	Find SOAPF/Proj											
										Remainder to be Distributed:	26.80	

- O. Enter SOAPF information or Project number. The entire SOAPF is not needed, but the more values that are entered reduces the number of possible values:

Select SOAPF/Project String:

Source:

Org:  🔍

Activity:

Purpose:

Function:

Project:  🔍

Award Funding Source:

Select SOAPF/Project String:

Source:

Org:  🔍

Activity:

Purpose:

Function:

Project:  🔍

Award Funding Source:

P. Select the desired funding:

Select SOAPF/Project String:

Source:

Org:

Activity:

Purpose:

Function:

Project:

Award Funding Source:

Select	Source	Owner Dept	Activity	Purpose	Function	Project ID	Award Funding Source	Combo Code	
<input type="button" value="Select"/>	105	06203000	Financial Services	000000	00000000	620		5000001451	General Appropriation
<input type="button" value="Select"/>	115	06203000	Financial Services	000000	00000000	620		5000005952	UMB Designated Appropriation

Q. Click the “+” sign if additional funding rows are needed:

Row	Find SOAPF/Proj	Source	Org	Activity	Purpose	Function	Project	Award Funding Source	Expenditure Org	Object/Exp Type	Acct Description	Amount	
1	<input type="button" value="Find SOAPF/Proj"/>	General Appropriation	105	06203000	000000	00000000	620		06203000	3311	In-State Travel		<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="button" value="Find SOAPF/Proj"/>												<input type="button" value="+"/> <input type="button" value="-"/>

Remainder to be Distributed: 26.80

R. This example shows a transaction that is funding with a SOAPF and a Project. Notice the differences between the lines. The SOAPF is Line 1. The Project is Line 2. The blank fields on both lines do not indicate that information is missing. Do not be concerned with the blank fields. However, the Object needs to be changed from the default travel object, 3311.

Row	Find SOAPF/Proj	Source	Org	Activity	Purpose	Function	Project	Award Funding Source	Expenditure Org	Object/Exp Type	Acct Description	Amount	
1	<input type="button" value="Find SOAPF/Proj"/>	General Appropriation	105	06203000	000000	00000000	620		06203000	3311	In-State Travel		<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="button" value="Find SOAPF/Proj"/>	UMB Community Engagement Center		02100000			10023307	EXT	06203000	3311	In-State Travel		<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="button" value="Find SOAPF/Proj"/>												<input type="button" value="+"/> <input type="button" value="-"/>

Remainder to be Distributed: 26.80

Click the magnifier by the Object/Exp Type to select the appropriate expense Object as shown on the next page.

**Look Up Object/Exp Type**

Search by: Account begins with

Look Up Cancel [Advanced Lookup](#)

**Search Results**

View 100 First 1-26 of 26 Last

Account	Description
<a href="#">3210</a>	Postage & Mail
<a href="#">3285</a>	Cell Phone Expenditures
<a href="#">3290</a>	Mailing Service
<a href="#">3311</a>	In-State Travel
<a href="#">3321</a>	Out-of-State Travel
<a href="#">3330</a>	Travel-In-State-Taxable
<a href="#">3331</a>	Travel-Out-of-State-Taxable
<a href="#">3332</a>	Travel-Foreign-Taxable
<a href="#">3360</a>	Foreign Travel
<a href="#">3370</a>	Taxable Travel Stipend
<a href="#">3371</a>	Day Business Trvl Meal Taxable
<a href="#">3718</a>	CS-Printing & Reproduction Svc
<a href="#">3728</a>	CS-Freight & Delivery
<a href="#">3745</a>	Food Reimbursements
<a href="#">3773</a>	Business Meals
<a href="#">3915</a>	Books/Periodicals
<a href="#">3916</a>	Office Supplies
<a href="#">3922</a>	Conference Materials
<a href="#">3924</a>	Instructional Materials
<a href="#">3939</a>	PPE Supplies
<a href="#">3948</a>	Duplicating&Printing Supplies
<a href="#">3952</a>	Other Supplies & Materials
<a href="#">3975</a>	IT Supplies
<a href="#">4710</a>	Employee Development&Training
<a href="#">4920</a>	Subscriptions
<a href="#">4930</a>	Association Dues


After selecting the desired Objects, enter the amounts.

**After entering all amounts, the “Remainder to be Distributed” must equal 0.00.**

University Funding														
Row	Find SOAPF/Proj		Source	Org	Activity	Purpose	Function	Project	Award Funding Source	Expenditure Org	Object/Exp Type	Acct Description	Amount	
1	<a href="#">Find SOAPF/Proj</a>	General Appropriation	105	06203000	000000	00000000	620			06203000	3916	Office Supplies	13.40	+ -
2	<a href="#">Find SOAPF/Proj</a>	UMB Community Engagement Cente		02100000				10023307	EXT	06203000	3916	Office Supplies	13.40	+ -
3	<a href="#">Find SOAPF/Proj</a>												26.80	+ -
										<b>Remainder to be Distributed:</b>		0.00		



S. Affirm that the expenses comply with policies and procedures:

Form Messages			
		Message Text	Description
<input type="checkbox"/>		Acknowledge compliance with policies and procedures	I certify that the expenses listed on this form comply with applicable UMB policies and procedures ( <a href="http://www.umaryland.edu/policies-and-procedures/library/financial-affairs">http://www.umaryland.edu/policies-and-procedures/library/financial-affairs</a> ) and have not been previously submitted for payment.

T. Upload supporting documentation. A detailed receipt for all purchases is required. A credit card statement is not sufficient detail to support the reimbursement. The receipt should clearly identify the item(s). Include additional information to clarify the purchases as needed (e.g. clarify the items listed on the receipt, explain shipping, etc.).

If multiple files are needed, the preferred method is to combine the files into one file and upload:

File Attachments				
	Upload	View	Description	Attachment Id
1	<b>Upload</b>	View		

Add File Attachment

File Attachment ✕

**Choose File** No file chosen  
 Upload Cancel

File Attachments				
	Upload	View	Description	Attachment Id
1	Upload	<b>View</b>	All Receipts	10204671-2020-07-29-11.42.17

Add File Attachment

Alternatively, multiple files may be added by clicking “Add File Attachment”:

File Attachments					Personalize	Find	First	1 of 1	Last
	Upload	View	Description	Attachment Id					
1	Upload	View	07/27/20 Receipt	10204671-2020-07-29-11.30.10	Delete				

Add File Attachment

File Attachments					Personalize	Find	First	1-3 of 3	Last
	Upload	View	Description	Attachment Id					
1	Upload	View	07/27/20 Receipt	10204671-2020-07-29-11.30.10	Delete				
2	Upload	View	07/28/20 Receipt	10204671-2020-07-29-11.33.19	Delete				
3	Upload	View	07/29/20 Receipt	10204671-2020-07-29-11.34.56	Delete				

Add File Attachment

- U. Enter any comments in the field to assist the approvers or to store with the form. Comments are not printed on the form. They are generally used for internal communications. Click “Submit” when finished.  
 Note: The initiator may choose “Save as Draft” to place the form on Hold. Forms that have not been fully approved by Financial Services-Disbursements within six months from the Requested Date will be automatically purged.

**Comments**

Your Comment:

<< Previous      Submit

Save as Draft

**Comments**

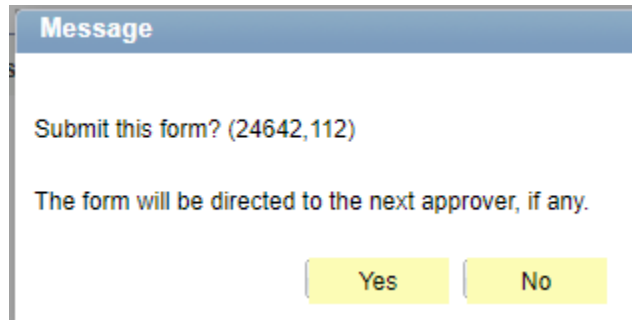
Your Comment:

Personal expenses were deducted.

<< Previous      Submit

Save as Draft

V. Next screen:



Next screen:

**Form Status**

eForm ID: 10204671

You have just RESUBMITTED this form. This action passed the form to UMB\_EF\_TRAVEL\_ADMINISTRATOR for further processing.

**Process Visualizer**

1: (025253) (12 minutes)    2: UMB\_EF\_TRAVEL\_ADMINISTRATOR    3: UMB\_EF\_TRAVELER    4: UMB\_EF\_TRAVEL\_SUPERVISOR

5: UMB\_EF\_TRAVEL\_APPROVER    6: UMB\_EF\_TRAVEL\_FINSVC    7: System

[Who can work this form?](#)  
[View This Form](#)

**Transaction Log**

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	07/29/2020 11:57:11AM	UMB_EF_TRAVELER	025253	Cynthia P Lyons	Hold	On Hold
2	07/29/2020 12:09:57PM	UMB_EF_TRAVELER	025253	Cynthia P Lyons	Resubmit	Pending

<< Return to Search

The screen shows the next approver is the Administrator. Notice the arrow bypassing the “traveler”. When the recipient enters their own form, the form does not go back to the recipient again for approval. However, if the Administrator enters a form, the form will go to the recipient

for review and approval before going to the Supervisor. Only the person who initiates the form can make changes to the actual fields. Subsequent approvers can only enter comments.

Notice these two links:

[Who can work this form?](#)

[View This Form](#)

Click on “Who can work this form?” to see the next approver’s name and email address.

Click on “View This Form” to return to the form content. Note that the content cannot be changed. If changes are needed, contact the next approver and request the approver to Recycle the form.

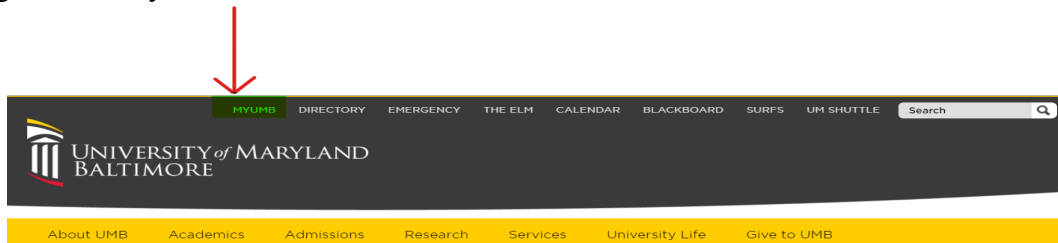
**<THIS ENDS THE SECTION ON ENTERING FORMS>**

---

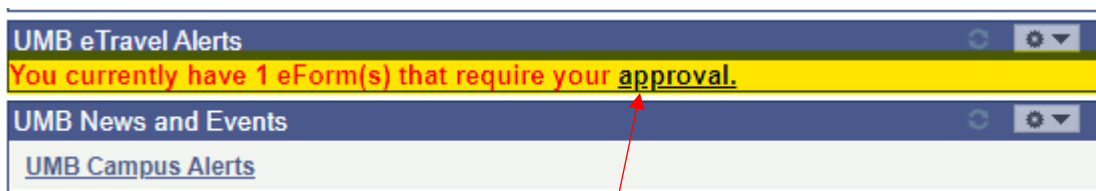
### III. Approving TBE Forms

Approvers can navigate to forms awaiting approval through the UMB eTravel Alerts worklist or through the eTravel Home Page.

A. Log into the myUMB Portal:



B. Jump to UMB eTravel Alerts:



C. Click the “approval” hyperlink in the alert box.

D. Next screen shows the forms that require approval:

Worklist Items						Personalize	Find	View All	52	First	1 of 1	Last
From	Date From	Work Item	Worked By Activity	Priority	Link							
Cynthia P Lyons	08/26/2020	Notification Worklist	eForms Routing		<a href="#">Travel/Business Expense Cynthia Lyons-10204728</a>							

E. Click the Link shown in the Worklist Items to go to the form.

F. Next screen shows the actual form:

**Evaluate Travel/Business Expense Form**

Step 1 of 1: Travel/Business Expense Form

Form Information	
Expense eForm ID: 10204728	Requested Date: 08/26/2020

Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.

Traveler/Employee Information	
Employee <input type="button" value="Find Employee"/>	Employee ID: 025253 Rcd#: 0
Title: Assistant Controller	
Dept ID: 06203000 Financial Services	Supervisor ID: 023595 Bitner, Gregory Scott
First Name: Cynthia	Last Name: Lyons
Purpose Type: Training	
Describe the Benefit to UMB:	Purchased poster board and markers to create COVID-19 training materials and posters for the office.
Travel Agency:	NOT APPLICABLE

This same approval page can be retrieved from the eTravel Home Page by clicking the “Evaluate an eTravel Form” menu option:

## Electronic Travel Form (eTravel) Home Page

**My eTravel Worklist**  
Work the travel forms that have been routed to you.

**Start an eTravel Form**  
Start a new travel form.

**Resubmit, Change, or Withdraw an eTravel Form**  
Make changes to an eTravel form that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.

**Evaluate an eTravel Form**  
Evaluate an eTravel form that has been routed to you for approval. Only forms awaiting your approval will be accessible. This page will allow you to search for a specific travel form.

**View an eTravel Form**  
View a recently submitted eTravel form, including information about its handling so far. This is a read-only view.

**eTravel Reports**  
Run Online Queries to generate eTravel related Reports.

- G. After the desired form is displayed, review the form content and the attachments. Select “Approve” or “Recycle”. Selecting “Approve” sends the form to the next approver level. Selecting “Recycle” sends the form back to the individual who entered the form. Recycling a form requires a comment in the comment box. Generally, include information that describes the error or correction needed. If the approver decides not to reimburse the expenses, the approver needs to recycle the form and request the individual who entered the form to withdraw the form.

Form Messages			
		Message Text	
<input checked="" type="checkbox"/>		Acknowledge compliance with policies and procedures	
<input checked="" type="checkbox"/>		Original Receipts Required	

File Attachments				
	Upload	View	Description	Attachment Id
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Receipts	10204728-2020-08-26-14.39.33

Comments	
Your Comment:	
<input type="text"/>	

<input type="button" value="Approve"/>	<input type="button" value="Recycle"/>
<input type="button" value="Return to Search"/>	
<input type="button" value="Hold"/>	

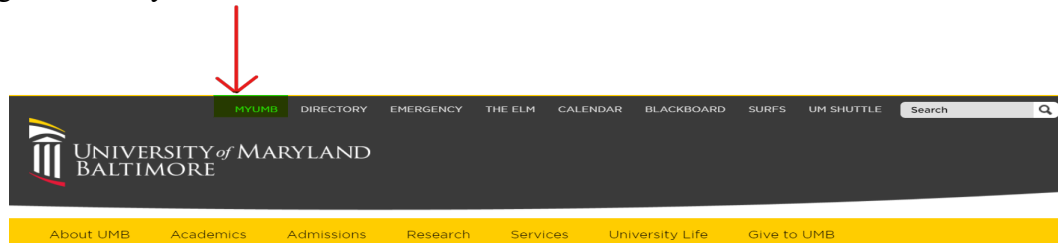
H. Beginning on the 10<sup>th</sup> calendar day after a form has been submitted, the system generates automatic reminder emails to the next approver in the workflow. Note that the approval reminder emails contain a link to the form. The employee expecting the reimbursement also receives notifications beginning on the 10<sup>th</sup> calendar day after the form is entered. These notifications are alerts to the employee that their form is still in process. The emails cease after Financial Services – Disbursements has approved the form.

<THIS ENDS THE SECTION ON APPROVING FORMS>

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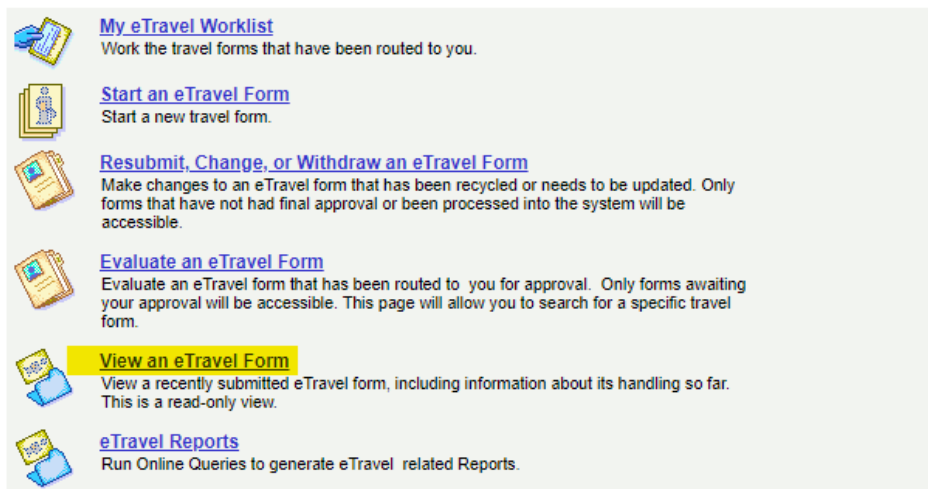
## IV. Viewing TBE Forms

A. Log into the myUMB Portal:



B. Click View an eTravel Form:





### Electronic Travel Form (eTravel) Home Page

The image shows the Electronic Travel Form (eTravel) Home Page. It features a list of options, each with an icon and a brief description. The 'View an eTravel Form' option is highlighted with a yellow background. The options are: 'My eTravel Worklist' (Work the travel forms that have been routed to you.), 'Start an eTravel Form' (Start a new travel form.), 'Resubmit, Change, or Withdraw an eTravel Form' (Make changes to an eTravel form that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.), 'Evaluate an eTravel Form' (Evaluate an eTravel form that has been routed to you for approval. Only forms awaiting your approval will be accessible. This page will allow you to search for a specific travel form.), 'View an eTravel Form' (View a recently submitted eTravel form, including information about its handling so far. This is a read-only view.), and 'eTravel Reports' (Run Online Queries to generate eTravel related Reports.).

C. Search on any of the following criteria to retrieve the desired form(s):

**View eForm**

Enter any information you have and click Search.


eForm ID:	<input type="text"/>
Empl ID:	<input type="text"/>
Deptid:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Workflow Form Type:	<input type="text"/> 
Form Status:	<input type="text"/> 
Original Operator:	<input type="text"/>
Originated Date From:	<input type="text"/> 
Originated Date Thru:	<input type="text"/> 
Last Operator:	<input type="text"/>

D. Note that there are two helpful tools on the landing page of the form view:

1. A Printer Friendly icon that produces a printable form.
2. The pay period in which the employee received the payment.

 **View Travel/BusinessExpense Form**

**Step 1 of 2: Travel/Business Expense Form**

<b>Form Information</b>		
Expense eForm ID: 10204624	Requested Date: 07/14/2020	
<b>Initiator Information</b>		<b>Pay End Date</b> 07/18/2020
Name: <input type="text"/>	User ID: <input type="text"/>	
Email: <input type="text"/>	Phone: <input type="text"/>	
Initiating Dept: <input type="text"/> <input type="text"/>	<div style="border: 1px solid black; padding: 5px;">If any of this information is incorrect, please correct your information in Self Service or contact HR.</div>	



- E. Click “Next” at the bottom of the page to view the workflow visualizer. This is helpful for determining where the form is resting in the workflow:

Wire Transfer?      Handling Code

Form Messages			
		Message Text	
<input checked="" type="checkbox"/>		Acknowledge compliance with policies and procedures	

File Attachments					Personalize	Find	First	1 of 1	Last
	Upload	View	Description	Attachment Id					
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	All Receipts	10204671-2020-07-29-11.42.17	<input type="button" value="Delete"/>				

**Comments**

Your Comment:

View Travel/BusinessExpense Form

Step 2 of 2: Form History

FormList Fields			
eForm ID:	10204671	Workflow Form Status:	Pending
Workflow Form Type:	TEXP		
Original Operator:	025253	Cynthia P Lyons	
Original DateTime:	07/29/2020 11:57:11AM		
Last Operator:	025253	Cynthia P Lyons	
Last By Alternate Operator:			
Last DateTime:	07/29/2020 12:09:55PM		
Next Approving RoleUser:			
Next Approving RoleName:	UMB_EF_TRAVEL_ADMINISTRATOR:Who can work this form?		

**Process Visualizer**

Transaction Log						
	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	07/29/2020 11:57:11AM	UMB_EF_TRAVELER	025253	Cynthia P Lyons	Hold	On Hold
2	07/29/2020 12:09:57PM	UMB_EF_TRAVELER	025253	Cynthia P Lyons	Resubmit	Pending

[Form Messages](#)

**Comments**

Your Comment:

Comment History:

Cynthia P Lyons (025253)  
 Wed, Jul 29 20, 11:57:11 AM  
 Personal expenses were deducted.

F. Clicking the “Who can work this form?” link shows the list of individuals in the next approval role:

[View Travel/BusinessExpense Form](#)

Step 2 of 2: Form History

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**FormList Fields**

eForm ID: 10204671      Workflow Form Status: Pending

Workflow Form Type: TEXP

Original Operator: 025253      Cynthia P Lyons  
Original DateTime: 07/29/2020 11:57:11AM

Last Operator: 025253      Cynthia P Lyons  
Last By Alternate Operator:  
Last DateTime: 07/29/2020 12:09:55PM

Next Approving RoleUser:  
Next Approving RoleName: UMB\_EF\_TRAVEL\_ADMINISTRATOR [Who can work this form?](#)

**Process Visualizer**

**Transaction Log**

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	07/29/2020 11:57:11AM	UMB_EF_TRAVELER	025253	Cynthia P Lyons	Hold	On Hold
2	07/29/2020 12:09:57PM	UMB_EF_TRAVELER	025253	Cynthia P Lyons	Resubmit	Pending

**Form Messages**

**Comments**

Your Comment:

Comment History:

```

** Cynthia P Lyons (025253)
** Wed, Jul 29 20, 11:57:11 AM
Personal expenses were deducted.

```

**Current Form Worklist Items**

016063	Stacy L Dubon	<a href="mailto:Z_sdubon@umaryland.edu">Z_sdubon@umaryland.edu</a>
023579	Shelvia L McGee-Chavis	<a href="mailto:Z_smogeechavis@umaryland.edu">Z_smogeechavis@umaryland.edu</a>
030966	Tyra T Johnson	<a href="mailto:Z_tyra_johnson@umaryland.edu">Z_tyra_johnson@umaryland.edu</a>
032113	Ashley N Simon	<a href="mailto:Z_ashley_simon@umaryland.edu">Z_ashley_simon@umaryland.edu</a>
033758	Latoya Ludd	<a href="mailto:Z_lludd@umaryland.edu">Z_lludd@umaryland.edu</a>

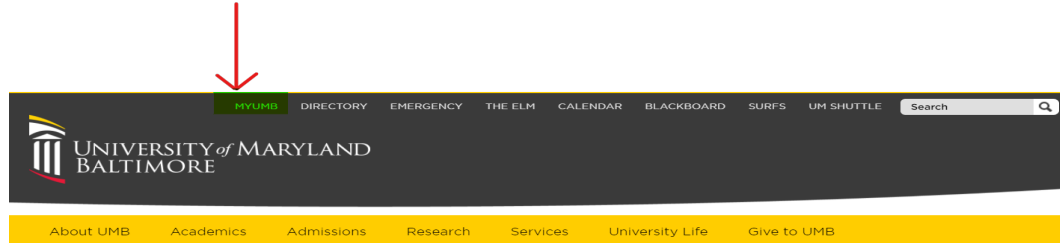
[Return](#)

**<THIS ENDS THE SECTION ON VIEWING FORMS>**

## V. Making Corrections/Changes to TBE Forms

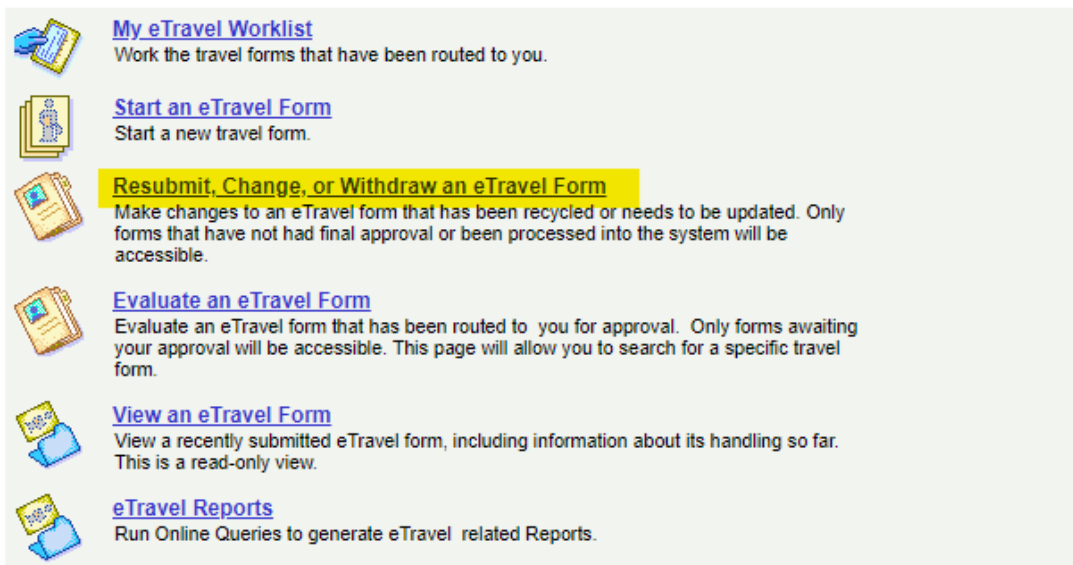
Follow these steps to edit a form on Hold or a Recycled form. Only the initiator (person entering the form) can make changes to a form.

A. Log into the myUMB Portal:



B. Select Resubmit, Change, or Withdraw an eTravel Form on the eTravel Home Page:

### Electronic Travel Form (eTravel) Home Page

The image shows the Electronic Travel Form (eTravel) Home Page. The page has a light grey background and contains several sections, each with an icon and a title. The sections are: 1. 'My eTravel Worklist' with a hand holding a document icon, description: 'Work the travel forms that have been routed to you.' 2. 'Start an eTravel Form' with a document icon, description: 'Start a new travel form.' 3. 'Resubmit, Change, or Withdraw an eTravel Form' with a document icon, description: 'Make changes to an eTravel form that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.' This section is highlighted with a yellow background. 4. 'Evaluate an eTravel Form' with a document icon, description: 'Evaluate an eTravel form that has been routed to you for approval. Only forms awaiting your approval will be accessible. This page will allow you to search for a specific travel form.' 5. 'View an eTravel Form' with a document icon, description: 'View a recently submitted eTravel form, including information about its handling so far. This is a read-only view.' 6. 'eTravel Reports' with a document icon, description: 'Run Online Queries to generate eTravel related Reports.'

C. Enter the search criteria to retrieve the desired form:

Update eForm

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

eForm ID: begins with

Workflow Form Type: begins with

Name: begins with

Workflow Form Status: =

Empl ID: begins with

Last Name: begins with

Original Operator: begins with

Originated Date From: >=

Originated Date Thru: <=

Last Operator: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

D. After retrieving the desired form, make the changes and then select “Submit,” “Withdraw,” or “Save as Draft”.

**<THIS ENDS THE SECTION ON MAKING CHANGES TO FORMS>**

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