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.

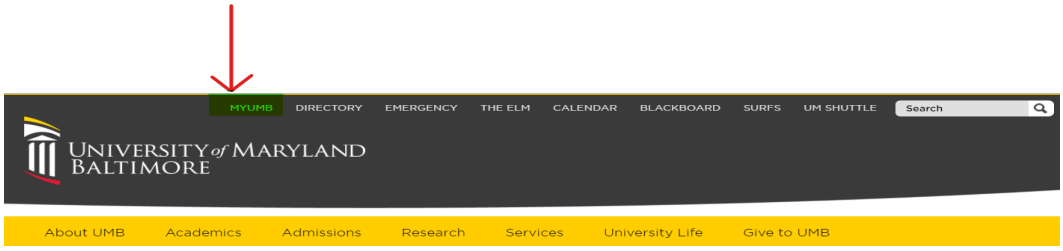
TBE Approver responsibilities:

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.

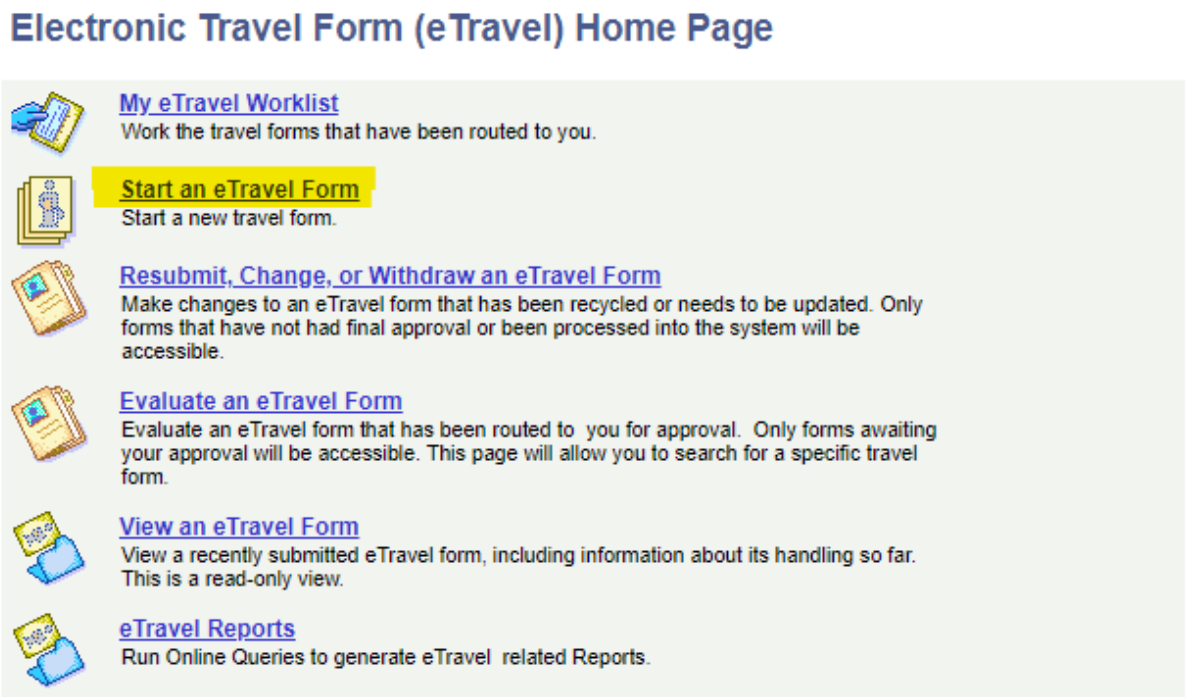
II. Entering TBE Forms

A. Log into the myUMB Portal:



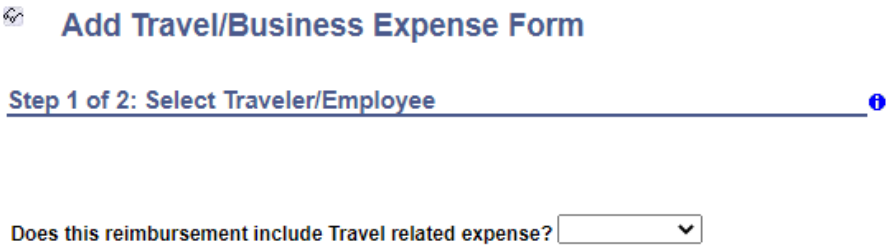
B. Click the eTravel Home Page link.

C. Select Start an eTravel Form:

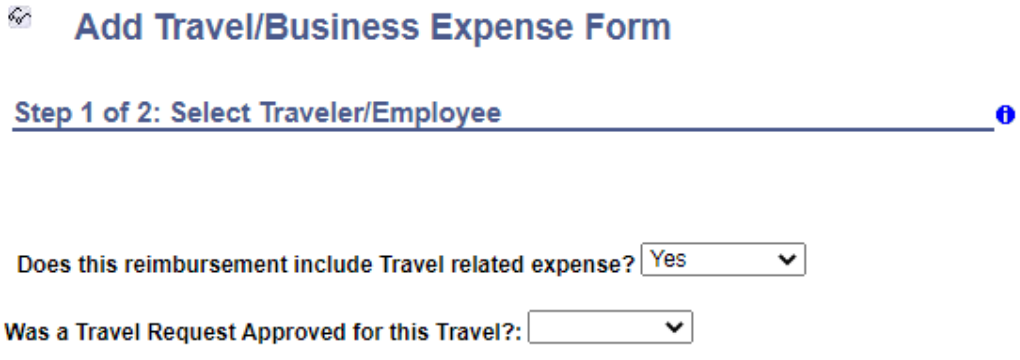


D. Select Add Travel/Business Expense Form:

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.

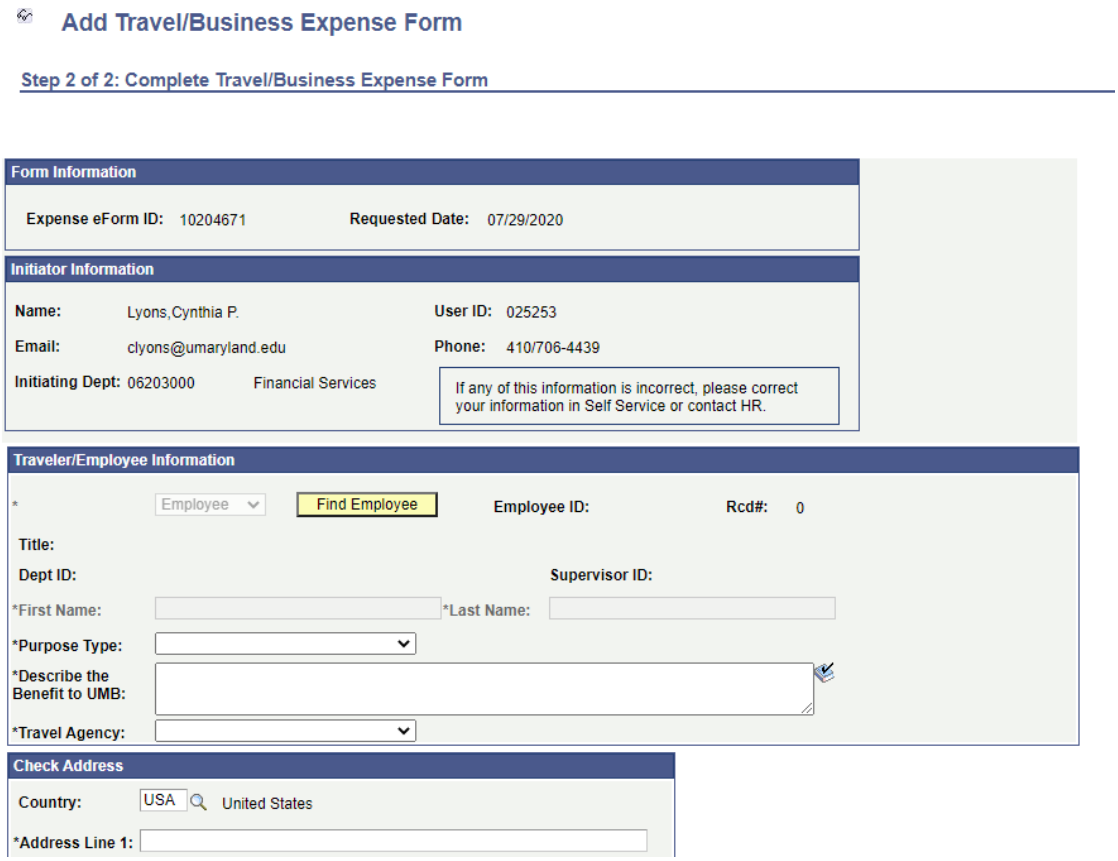


F. Next screen. If travel related expenses are also being requested, the following screen appears. Visit https://www.umaryland.edu/financialservices/disbursements/travel/approval/ for trips that require a Travel Request Form.

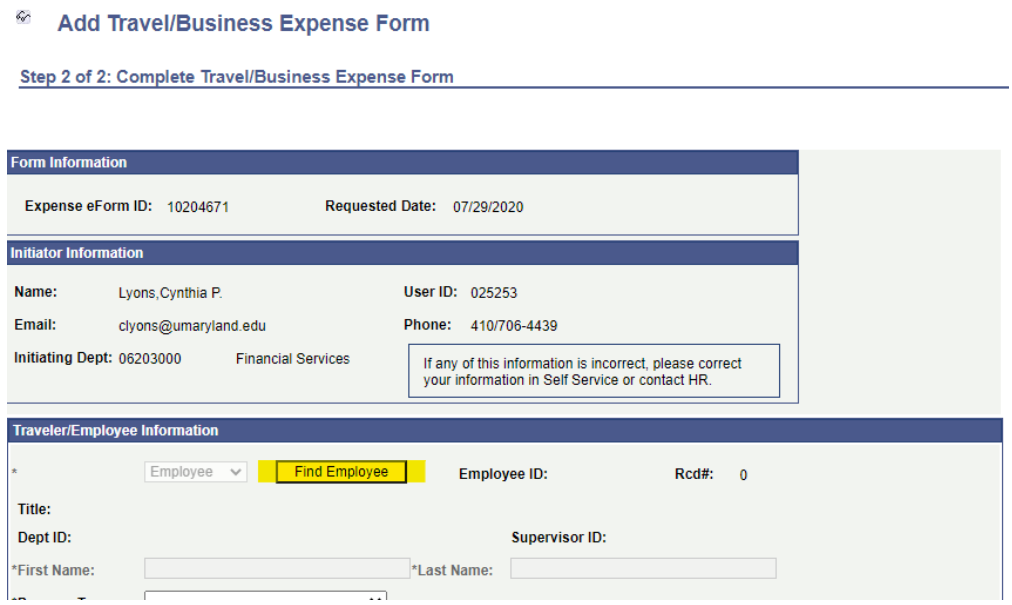


NOTE: The remaining steps included in this manual describe non-travel expenses. Visit https://www.umaryland.edu/financialservices/disbursements/travel/ to learn about travel related expense payments and reimbursements.

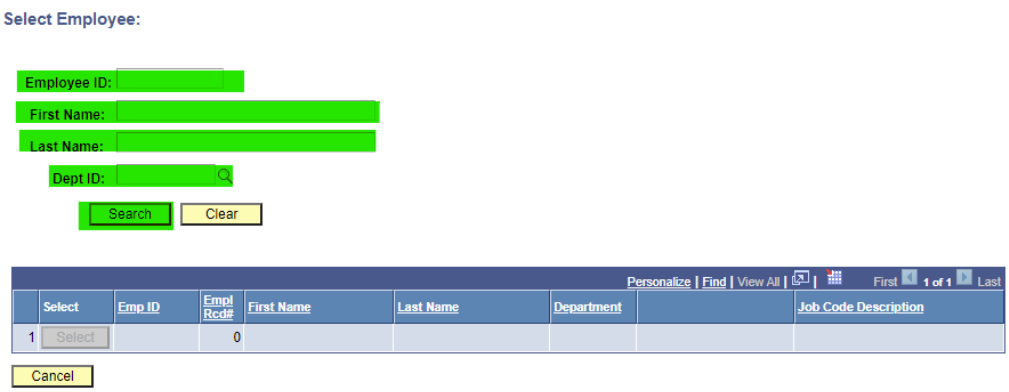
G. Next screen.



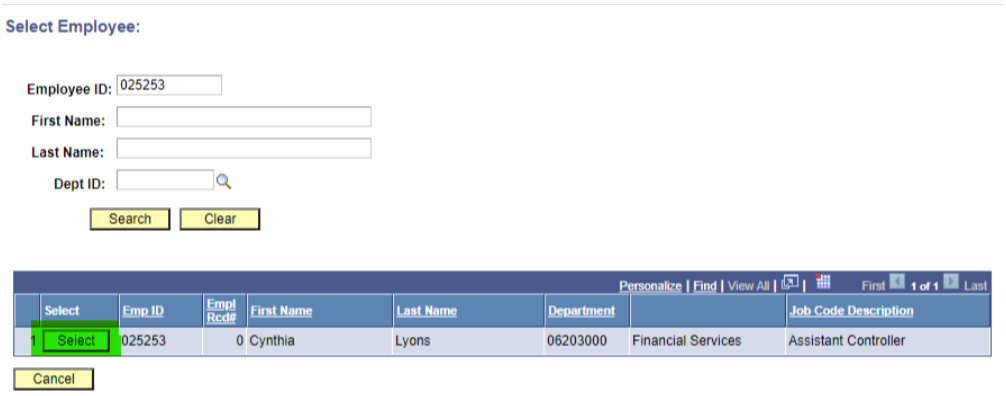
Select Find Employee:



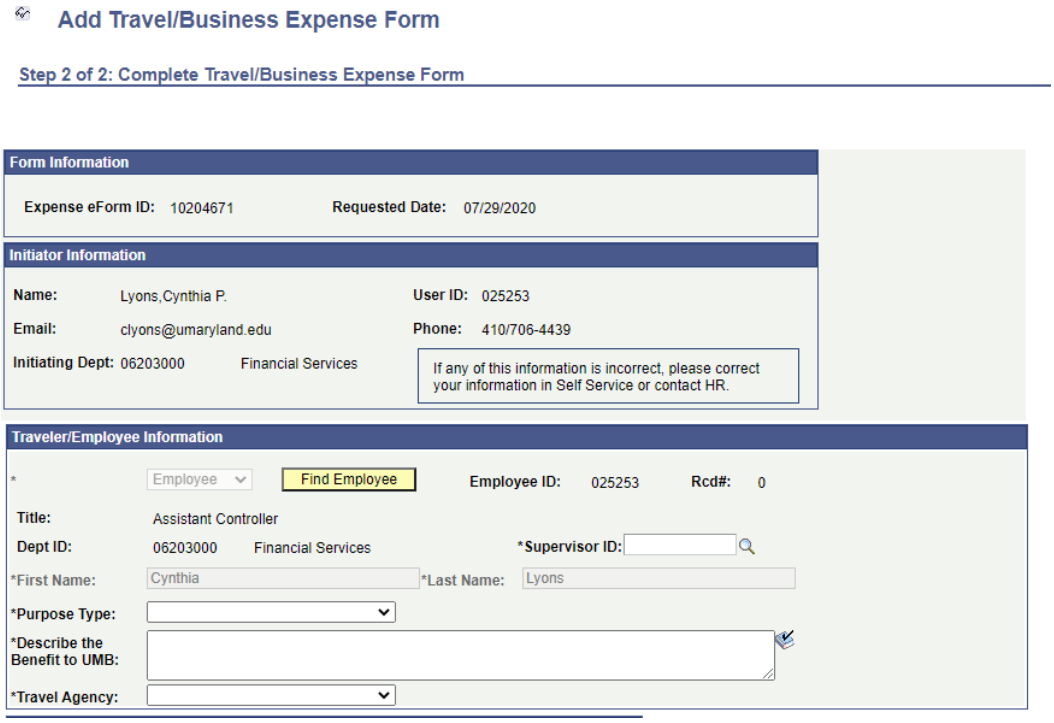
Next screen. Enter any of the known values:



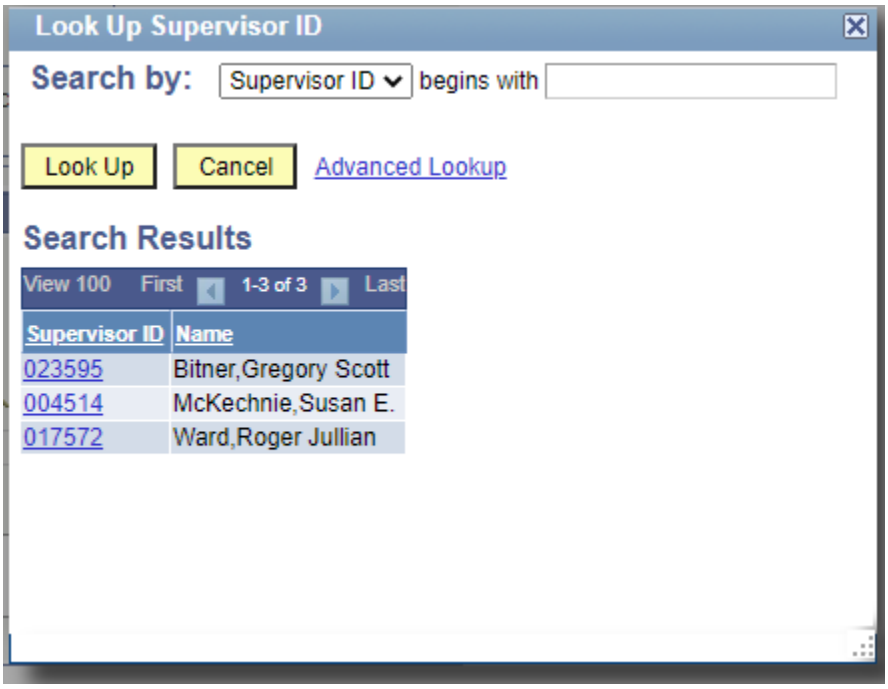
Next screen. Select the desired employee:



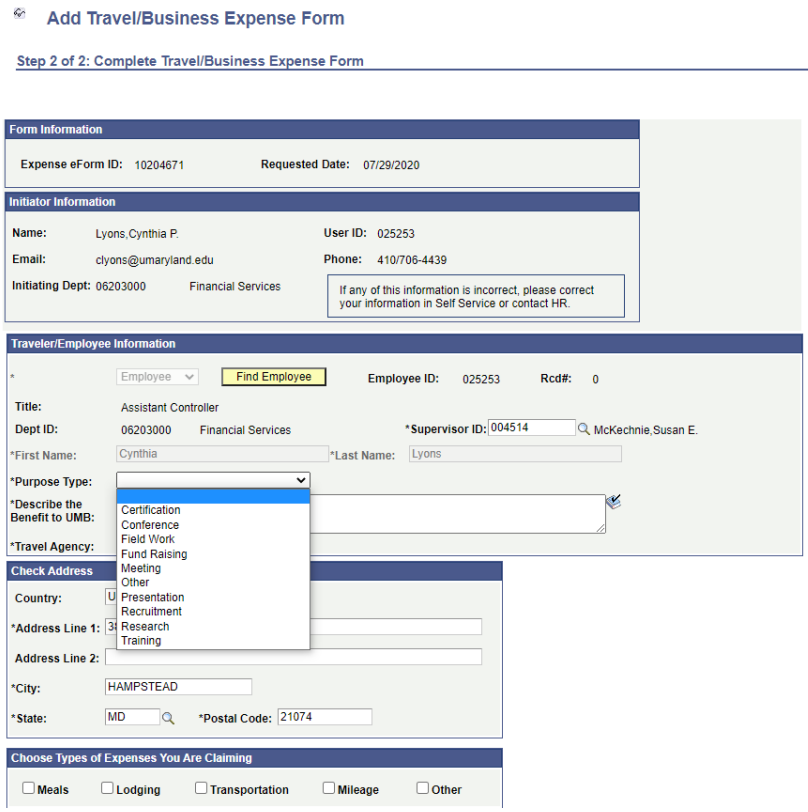
Next screen:



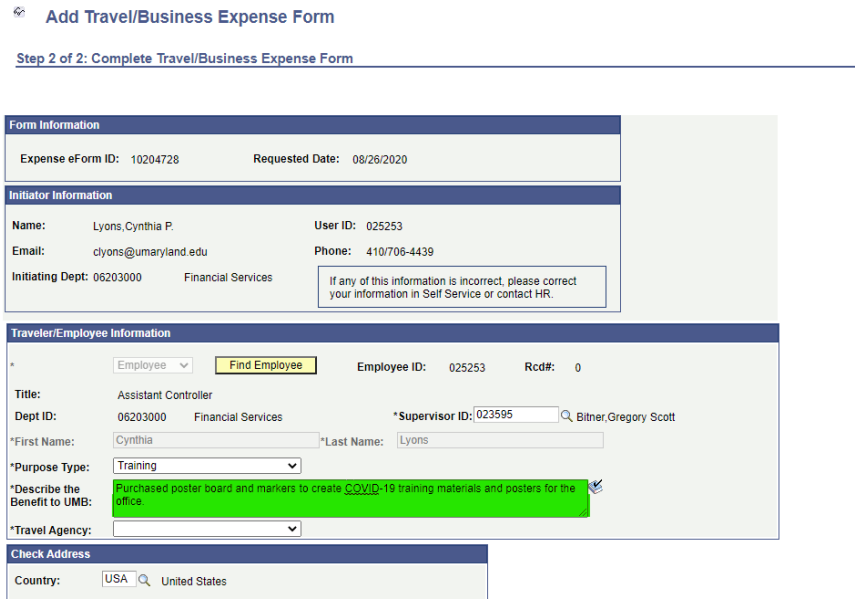
H. Lookup Supervisor ID:



I. Enter Business Purpose:

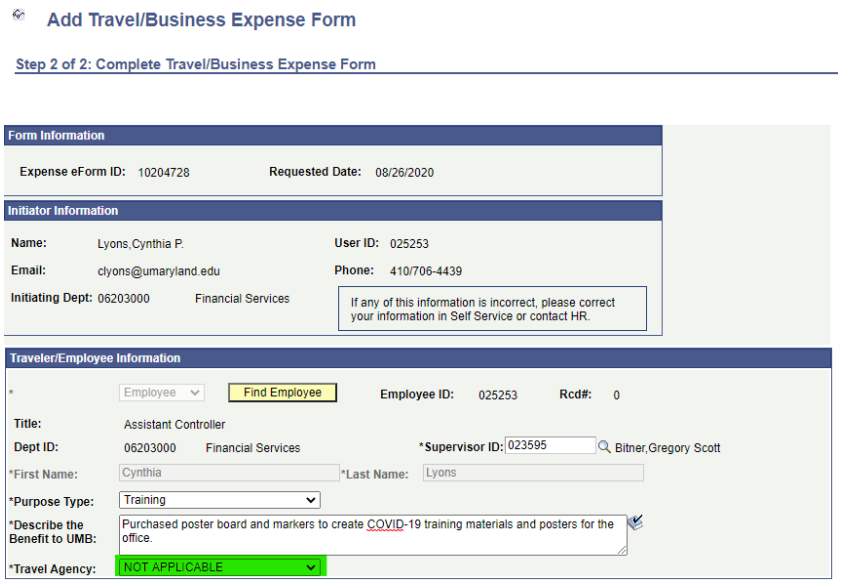


J. Complete in detail how the purchase is related to UMB business:



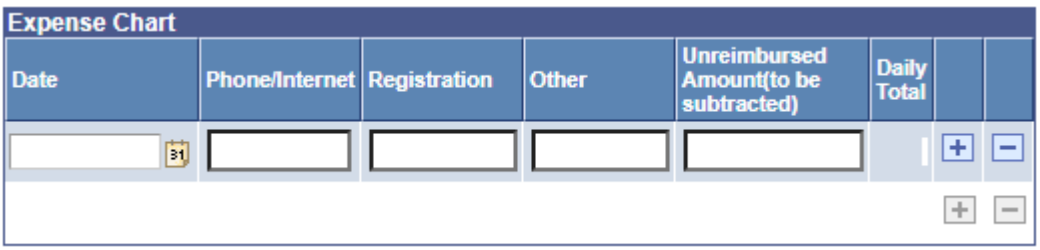
Note: Ignore the Check Address section. The payment will be processed through payroll and will be included in the employee's paycheck.

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

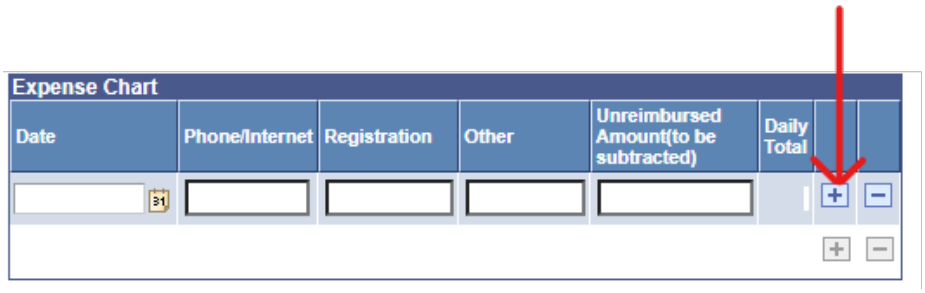


L. Check "Other" in the types of expenses:

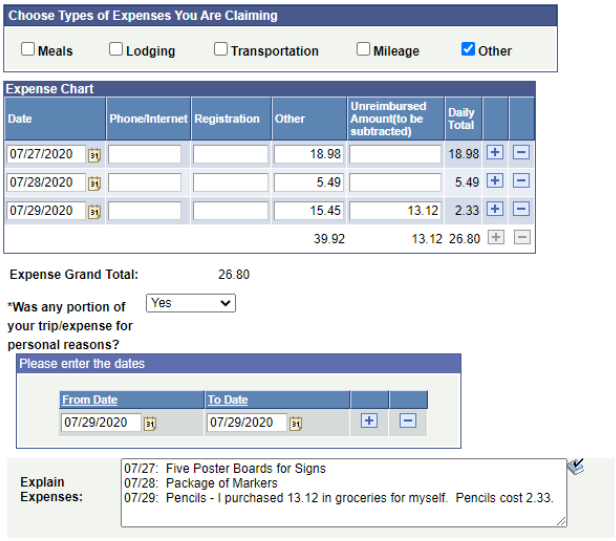
After selecting "Other" the Expense Chart expands to:



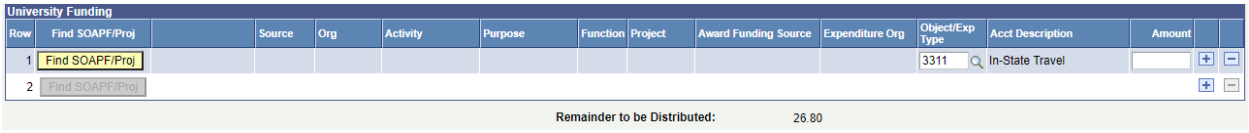
If additional rows are needed, click “+”:



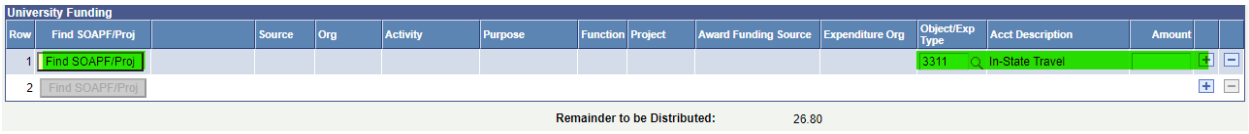
Fill in the applicable fields. Be sure to describe the purchases in the Explain Expenses field.



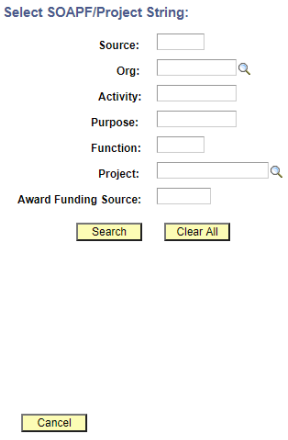
M. Jump to University Funding:

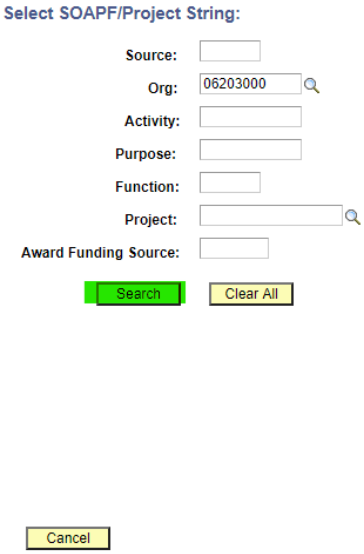


N. Click “Find SOAPF/Proj”:

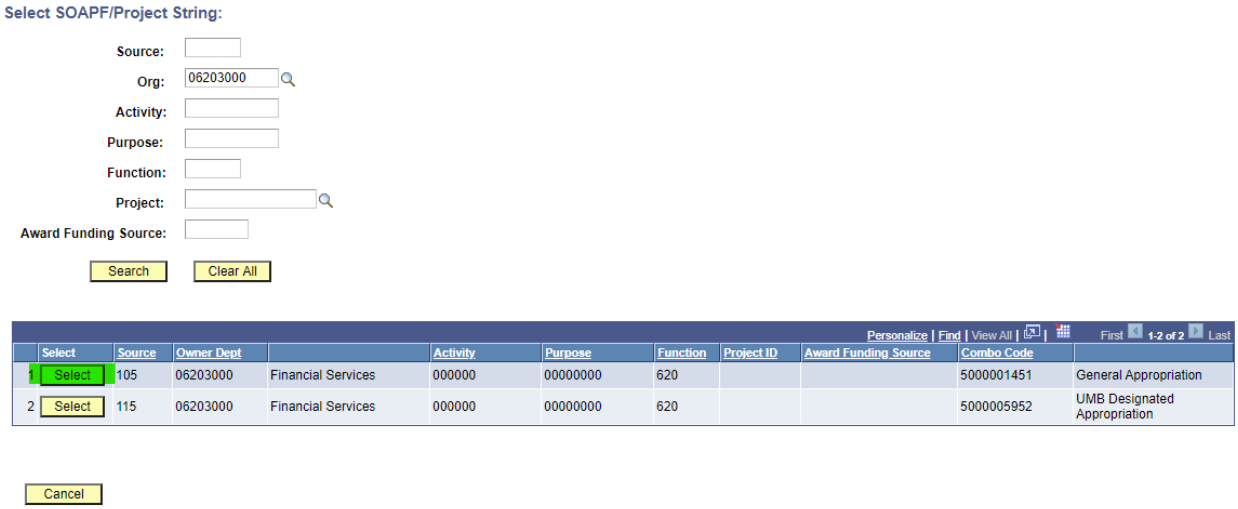


O. Enter SOAPF information or Project number. The entire SOAPF is not needed, but the more values that are entered reduces the number of possible values:

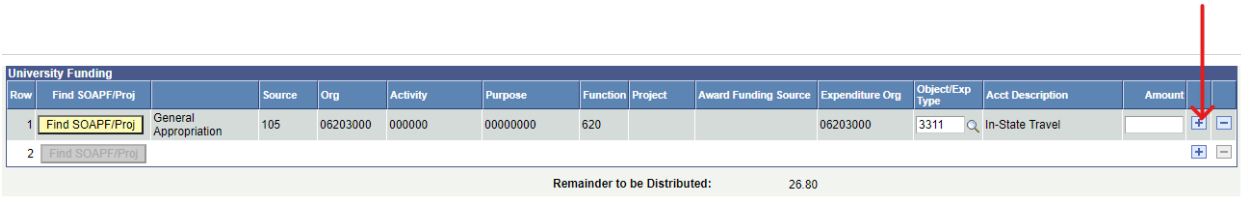




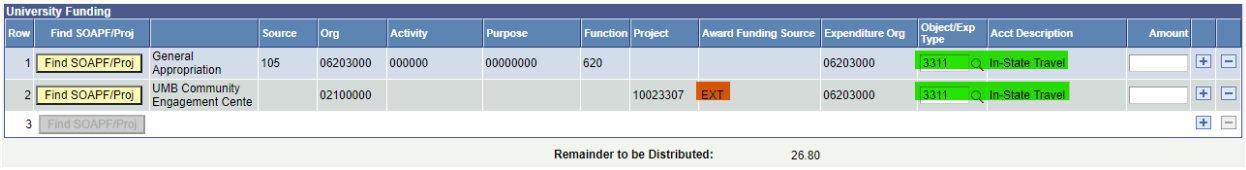
P. Select the desired funding:



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



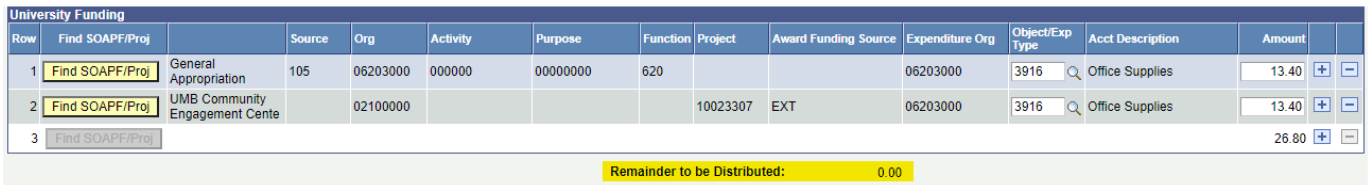
R. This example shows a transaction that is funding with a SOAPF and a Project. Notice the differences between the lines. The SOAPF is Line 1. The Project is Line 2. The blank fields on both lines do not indicate that information is missing. Do not be concerned with the blank fields. However, the Object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



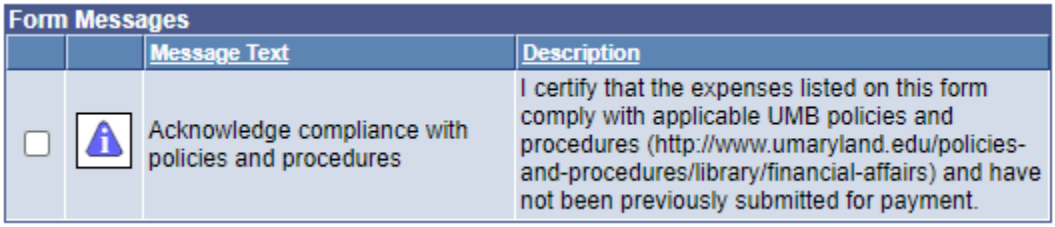
Click the magnifier by the Object/Exp Type to select the appropriate expense Object as shown on the next page.

After selecting the desired Objects, enter the amounts.

After entering all amounts, the "Remainder to be Distributed" must equal 0.00.

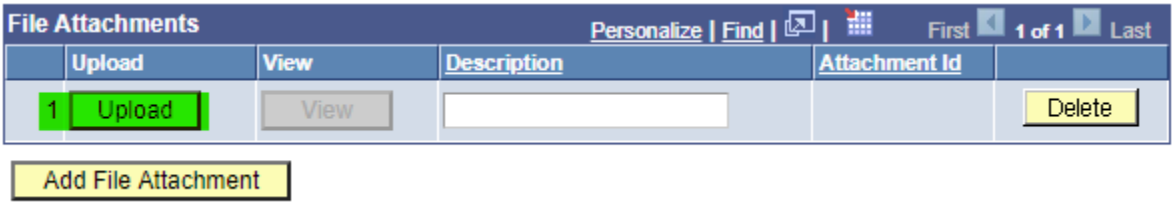


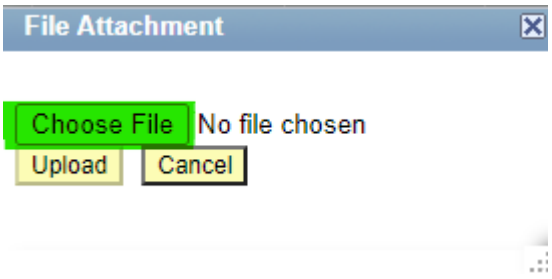
S. Affirm that the expenses comply with policies and procedures:

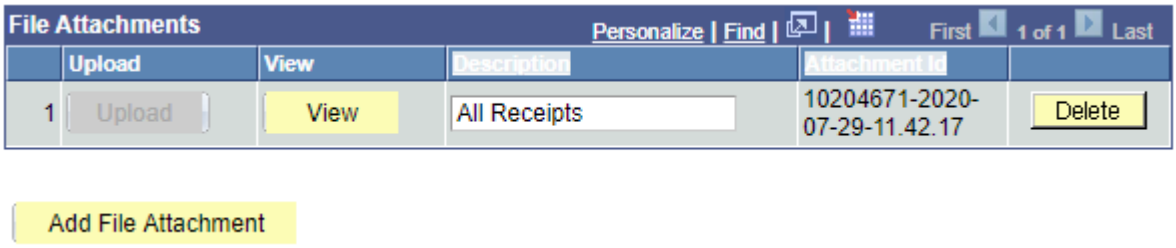


T. Upload supporting documentation. A detailed receipt for all purchases is required. A credit card statement is not sufficient detail to support the reimbursement. The receipt should clearly identify the item(s). Include additional information to clarify the purchases as needed (e.g. clarify the items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

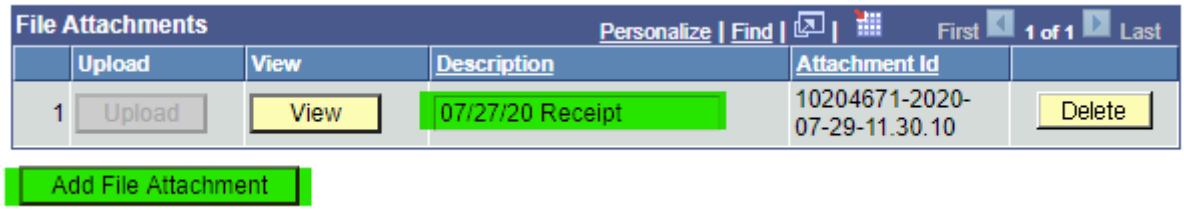
If multiple files are needed, the preferred method is to combine the files into one file and upload:

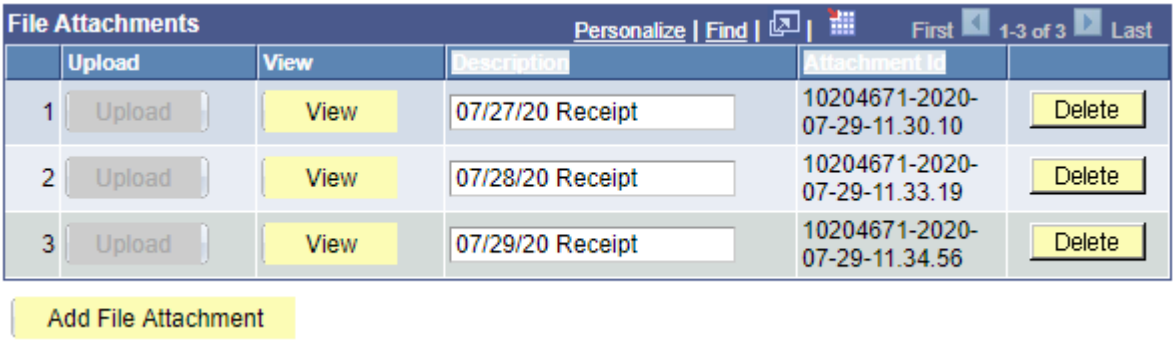




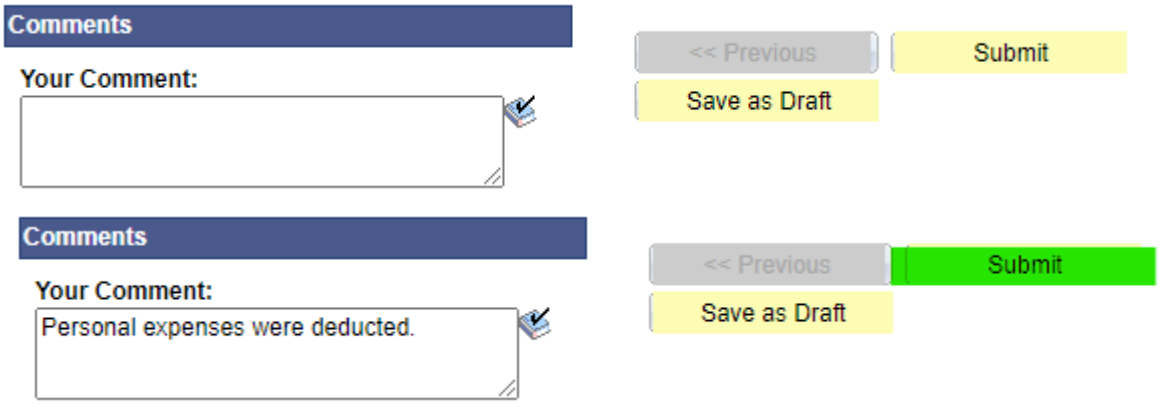


Alternatively, multiple files may be added by clicking “Add File Attachment”:

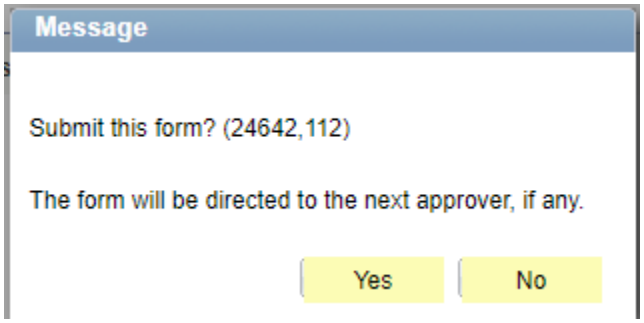




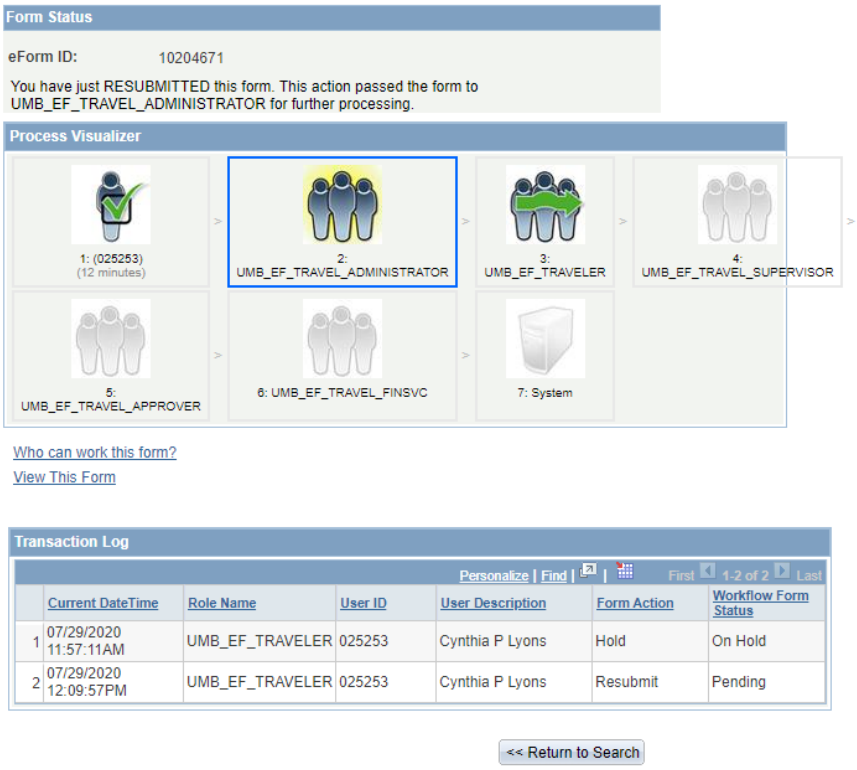
U. Enter any comments in the field to assist the approvers or to store with the form. Comments are not printed on the form. They are generally used for internal communications. Click “Submit” when finished.
Note: The initiator may choose “Save as Draft” to place the form on Hold. Forms that have not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



V. Next screen:



Next screen:



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:

Click on "Who can work this form?" to see the next approver's name and email address.

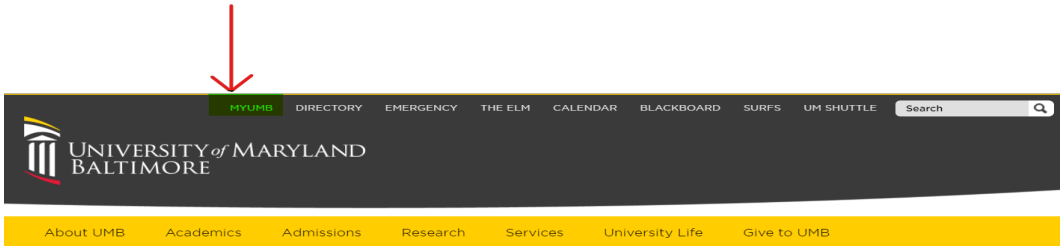
Click on "View This Form" to return to the form content. Note that the content cannot be changed. If changes are needed, contact the next approver and request the approver to Recycle the form.

<THIS ENDS THE SECTION ON ENTERING FORMS>

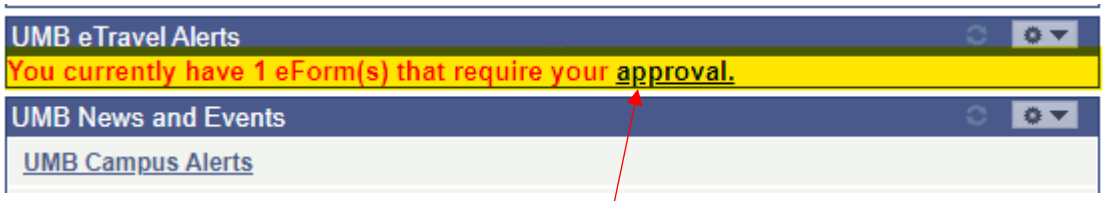
III. Approving TBE Forms

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 | 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		Travel/Business Expense:Cynthia Lyons-10204728	Mark Worked	Reassign

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 Find Employee Employee ID: 025253 Rcd#: 0

Title: Assistant Controller

Dept ID: 06203000 Financial Services Supervisor ID: 023595 Bitner,Gregory Scott

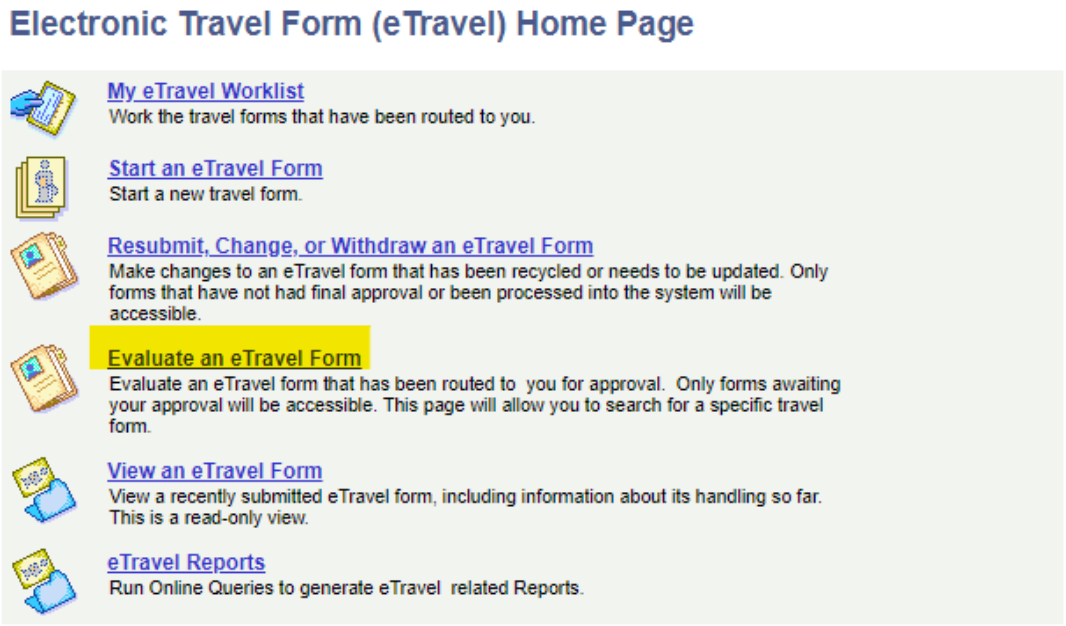
First Name: Cynthia Last Name: Lyons

Purpose Type: Training

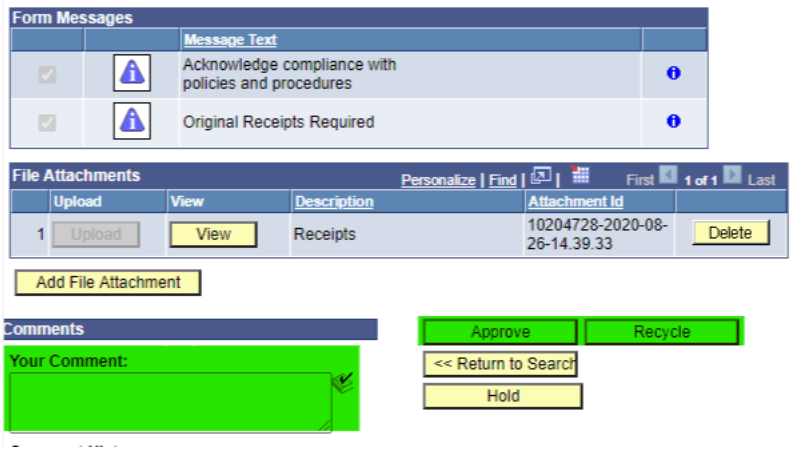
Describe the Benefit to UMB: Purchased poster board and markers to create COVID-19 training materials and posters for the office.

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:



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.

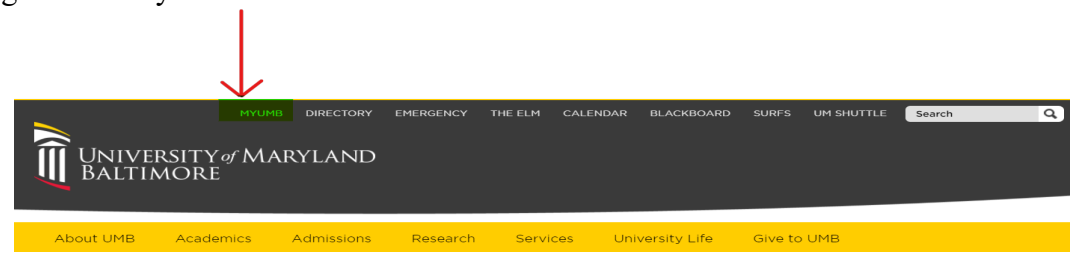


H. Beginning on the 10th calendar day after a form has been submitted, the system generates automatic reminder emails to the next approver in the workflow. Note that the approval reminder emails contain a link to the form. The employee expecting the reimbursement also receives notifications beginning on the 10th 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.

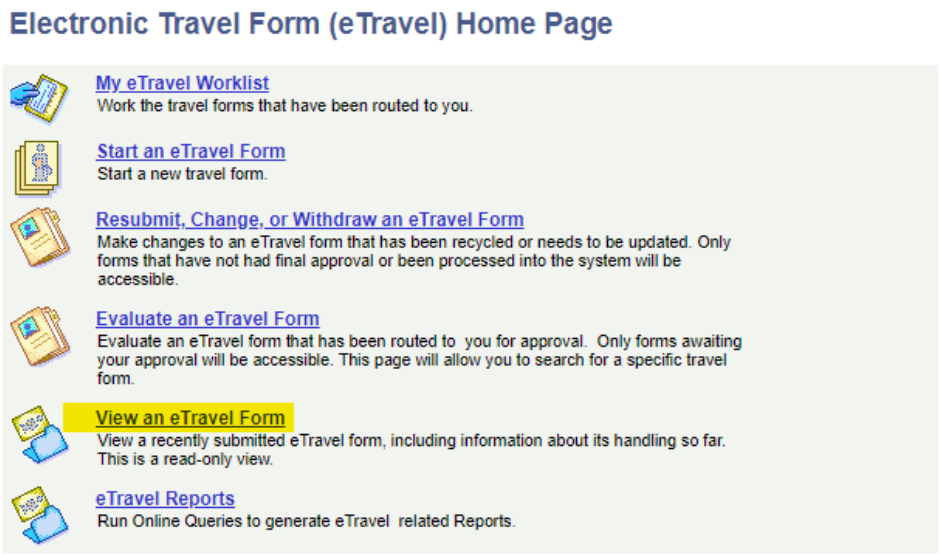
<THIS ENDS THE SECTION ON APPROVING FORMS>

IV. Viewing TBE Forms

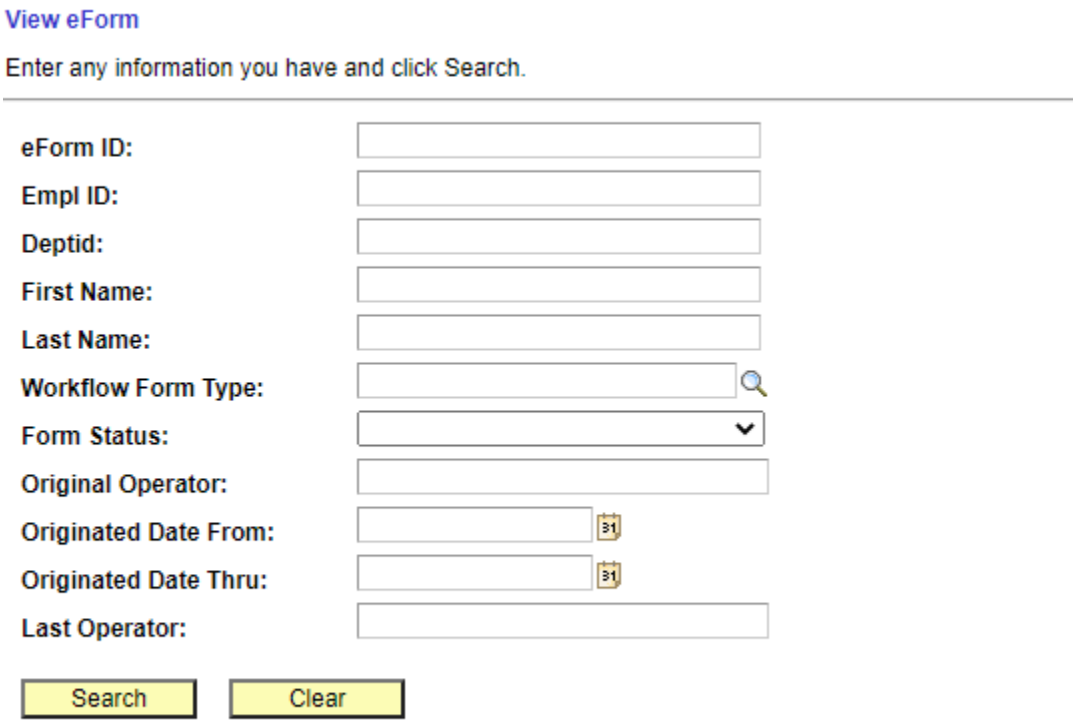
A. Log into the myUMB Portal:



B. Click View an eTravel Form:



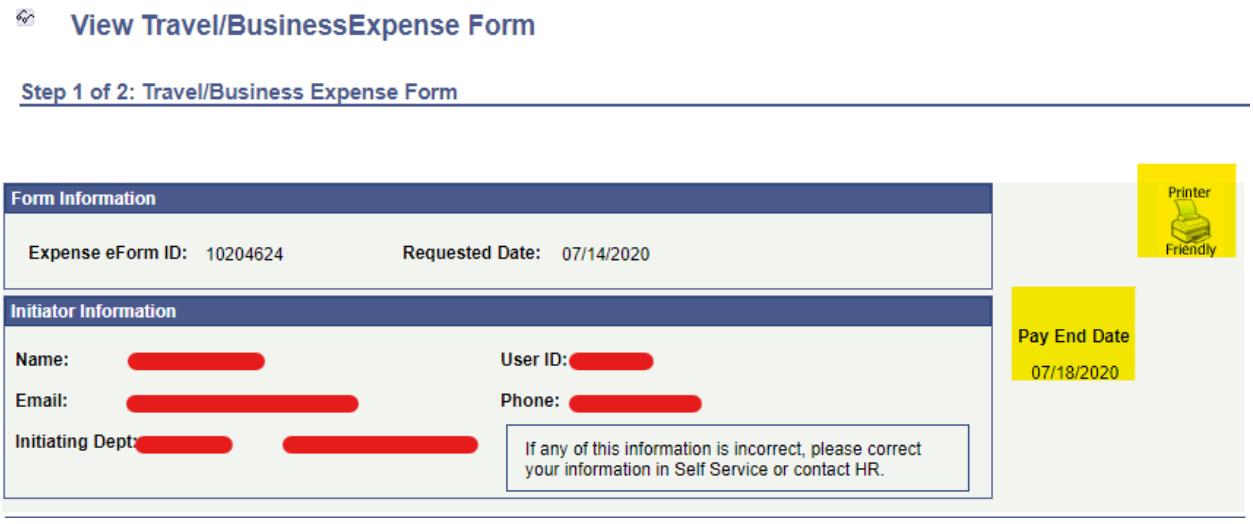
C. Search on any of the following criteria to retrieve the desired form(s):



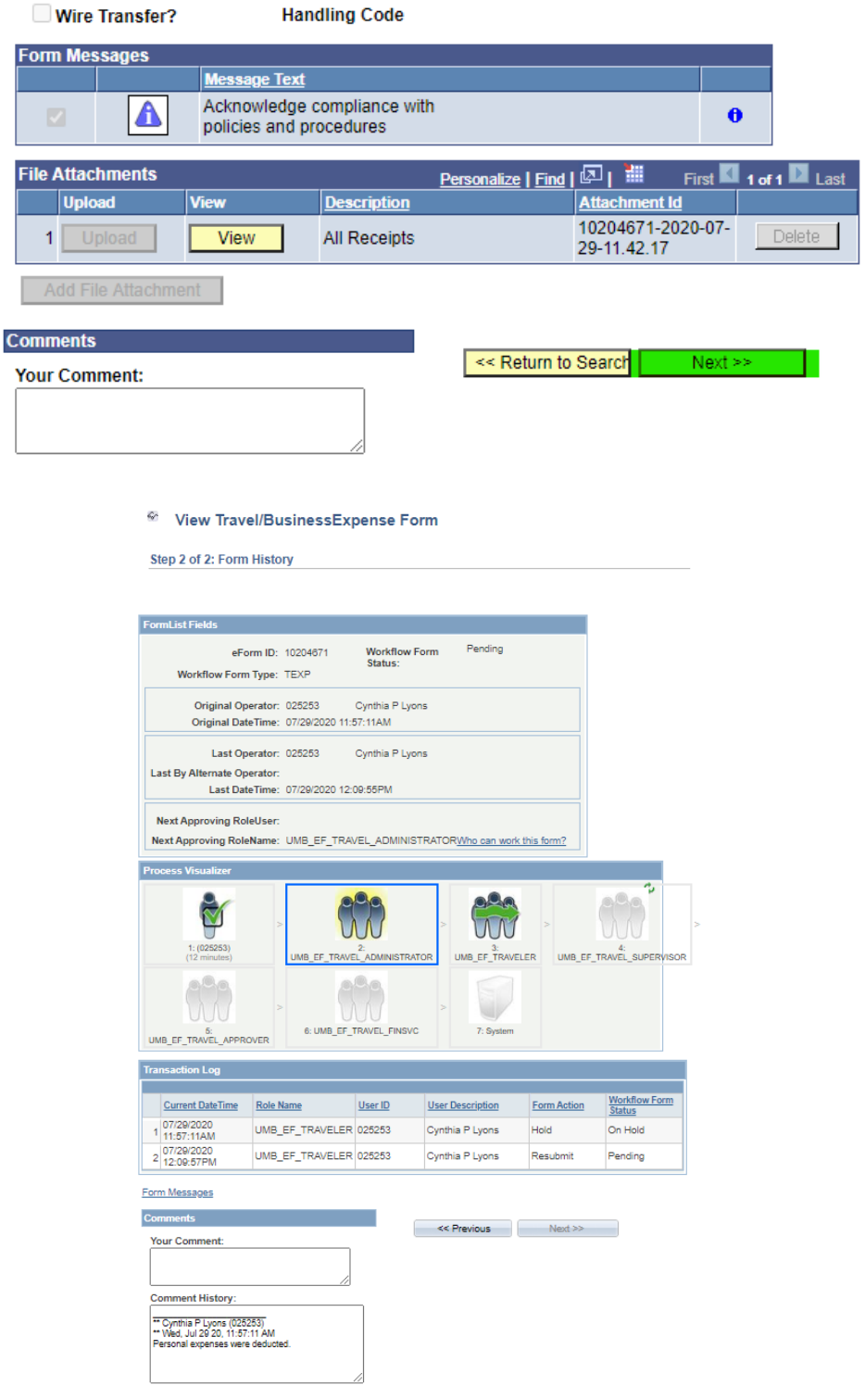
D. Note that there are two helpful tools on the landing page of the form view:

1. A Printer Friendly icon that produces a printable form.

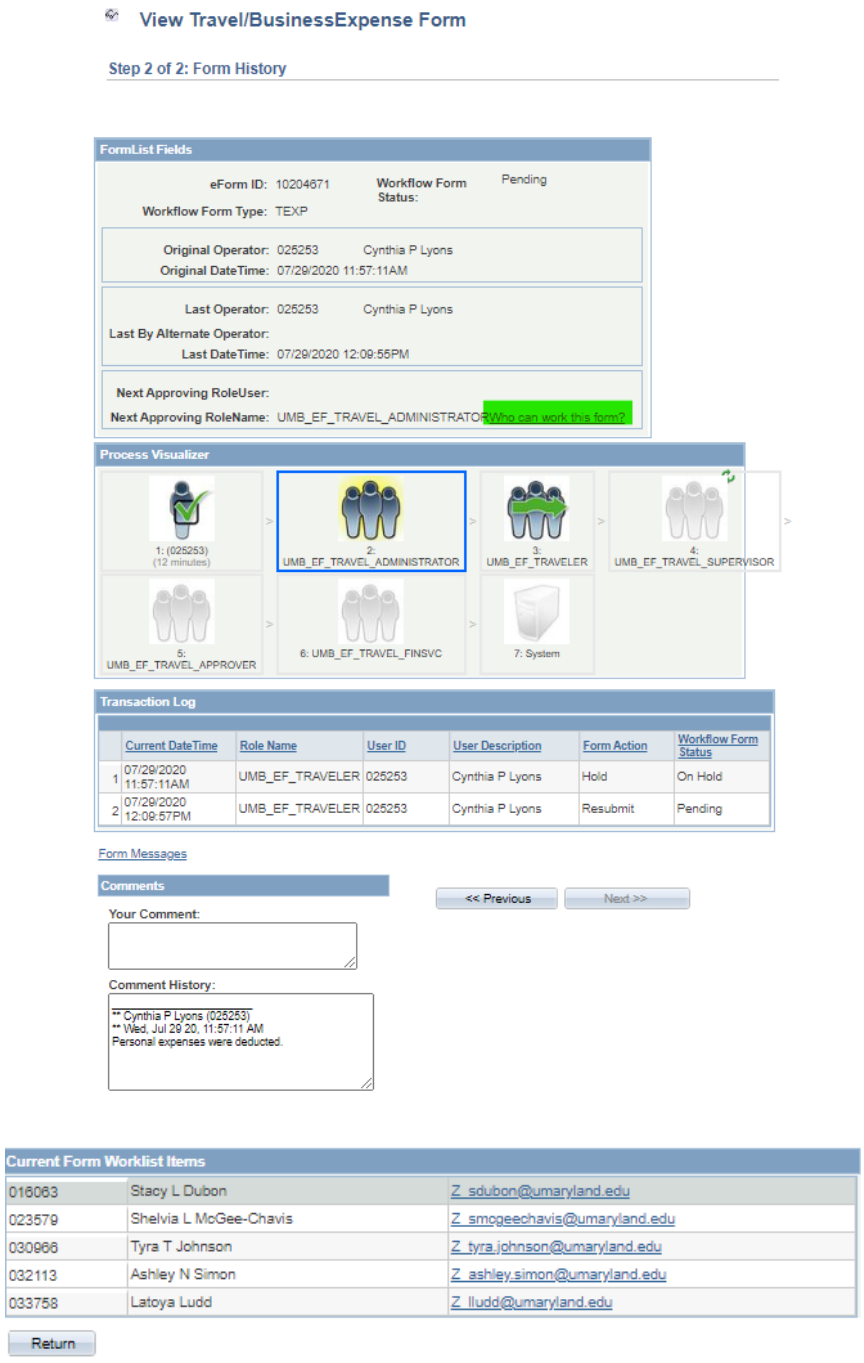
2. The pay period in which the employee received the payment.



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:



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

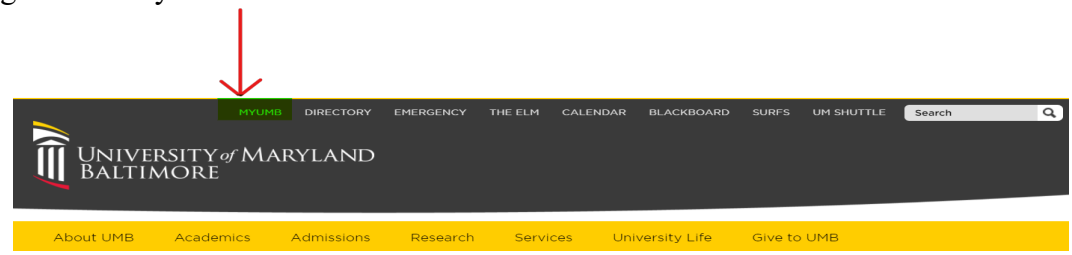


<THIS ENDS THE SECTION ON VIEWING FORMS>

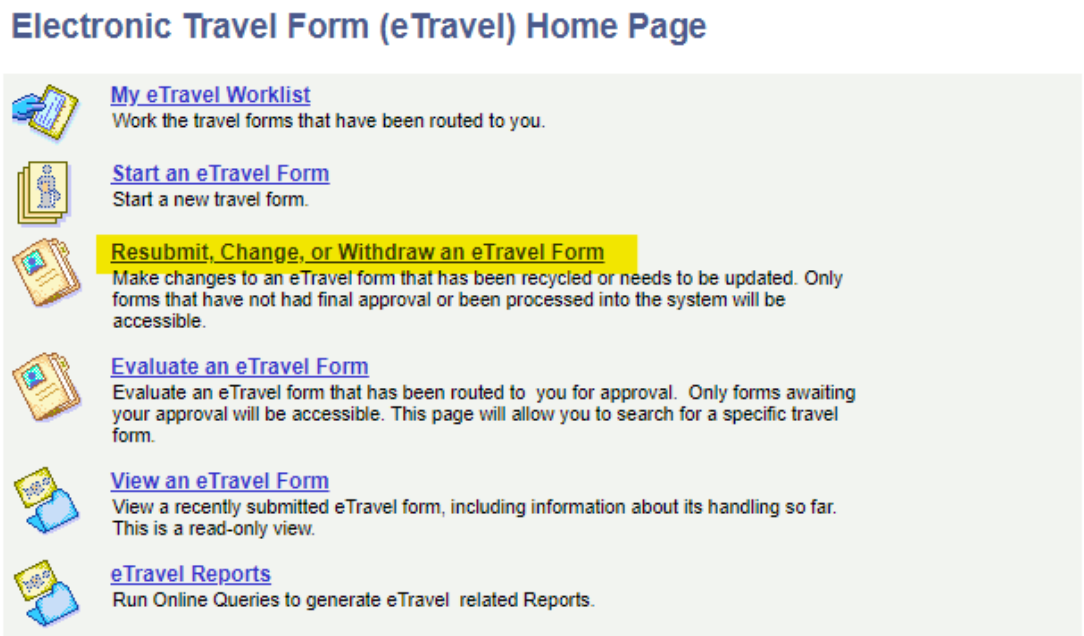
V. Making Corrections/Changes to TBE Forms

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.

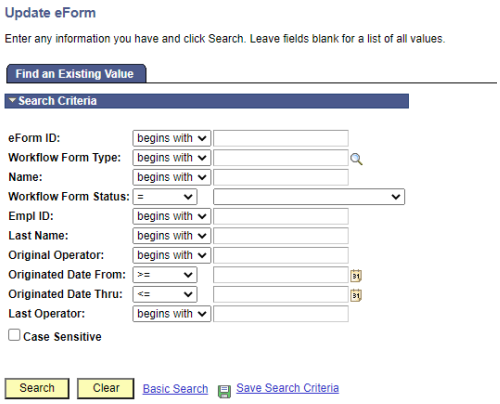
A. Log into the myUMB Portal:



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



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



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>