

Student Organization Processes for Travel – STUDENT VERSION

Process should be started at least 3 weeks prior to travel!

Definitions:

STUDENT-EMPLOYEE – You receive income from UMB, UMSON, or another school within UMB for positions to include but not limited to: GTA, GRA, Tutor, Learning Lab Leader, GSS leader, Student Worker, Research assistant

STUDENT NON-EMPLOYEE- You receive NO INCOME from UMB, UMSON or another school within UMB.

REIMBURSEMENT: You pre-pay an amount for travel relating to your position in a student organization and you seek money from the School of Nursing to cover the expenses.

EVENT: Any non-UMB sponsored event which supports your professional development (ie: conference, annual meeting, chapter meeting)

CONCUR: The online travel management portal used for any travel by UMB employees

Scenarios	Procedure to Follow
<p>Scenario A</p> <ul style="list-style-type: none"> • Attending a local (Baltimore) event • Want the organization to pre-pay the registration fee • Seek no other reimbursement 	<p style="color: red;">At least 3 weeks BEFORE travel:</p> <ul style="list-style-type: none"> • Complete the Travel Approval Form with signatures • Email <i>Travel Approval Form</i>, Event Agenda, and any other supporting documents to nrsstudentorgbalt@umaryland.edu • Office Manager pre-pays registration fee • Student attends event
<p>Scenario B</p> <ul style="list-style-type: none"> • Attending an in state or out of state event AND • Need a combination of pre-payment AND/OR reimbursement 	<p style="color: red;">At least 3 weeks BEFORE travel:</p> <p>STUDENT EMPLOYEES: follow the steps below; you do not need to complete the W9 form</p> <ul style="list-style-type: none"> • Complete the Travel Approval Form with signatures • Create a secure email by typing [secure] in the subject line and include: <i>Travel Approval Form</i>, Event Agenda, and other supporting documents to nrsstudentorgbalt@umaryland.edu • Review Concur training to set up profile • Create Travel Request in Concur • List Chantelle James (chantelle.james@umaryland.edu) as the Travel Delegate • Office Manager will pre-pay requested items. • Save ALL RECEIPTS • Upon return from the event, make an appointment with Chantelle James Student Orgs Appointment Link to process Travel Expense reimbursement. <p>NON-STUDENT EMPLOYEES: follow the steps below:</p> <ul style="list-style-type: none"> • Complete the Travel Approval Form with signatures • Complete the W9 • Create a secure email by typing [secure] in the subject line and include: <i>Travel Approval Form</i>, Event Agenda, and other supporting documents to nrsstudentorgbalt@umaryland.edu • Office Manager will pre-pay requested items. • Save ALL RECEIPTS

	<ul style="list-style-type: none">• Complete the Non-Employee Business Travel Certification Form (NBTC)• Upon return from the event, make an appointment with Chantelle James Student Orgs Appointment Link to process Travel Expense reimbursement.
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