

Travel Professionals Group

2nd Quarter 2019

June 5, 2019

Presenter: Cindy Lyons,
Acting Assistant Controller

Agenda

1. What's New
2. UMB Policies and Procedures
3. Incidentals and Tips
4. Business Meals
5. Hot Topics
6. Quantum Financials
7. Payroll – Earnings Codes
8. Upcoming Disbursements Workshop on Travel
9. Open Discussion and Questions

Part 1. What's New?

- Debbie Tatum is back!



- Content added to [Travel Webpage](#)
 - Clarified [GSA Rate Chart](#)

Part 2. UMB Policies and Procedures

- Policy Library: <https://www.umaryland.edu/policies-and-procedures/library/>
Navigation: About UMB>Policies and Procedures>Library
- Travel Policy: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-1100a.php>
- Travel Procedure: <http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/travel.php>

Part 3. Incidentals and Tips

- Federal Travel Regulations (FTR) Definition of Incidentals:

Incidental expenses. Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships. (FTR 300-3.1. <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=122644#i1211038>)

Part 3. Incidentals and Tips

- Per GSA:
- The meals and incidental expense (M&IE) rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items. (<https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem#12>)

Part 3. Incidentals and Tips

– To summarize:

- M&IE stands for Meals and Incidental Expenses
- Meals = amounts spent for food
 - Meal per diem includes taxes and tips (page 16 of the [Business Travel for UMB Employees Procedure](#))
- Incidentals = tips given to porters and hotel staff
 - Therefore, the incidental amount that is included in the M&IE rate must be excluded when listing the per diems on the travel expense form

Part 3. Incidentals and Tips

- Per UMB:
 - The incidental amount that is part of the M&IE is not reimbursable.
 - Travelers may be reimbursed actual amounts for tips.
 - Tips
 - Tips must be reasonable in relation to the expense incurred.
 - When listing tips, there should be a related expense listed.
 - » For example, tips would not be paid on an expense report that lists only mileage.
 - » An explanation should be included for all tips.
 - Tips should not exceed 20% of the expense.

Part 4. Business Meals

- Policy: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-9900a.php>
- Procedure: <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/food-and-business-meals.php>

Part 4. Business Meals

- **Business Meal-** A meal, generally occurring off campus, involving one or more non-UMB employees where the business purpose for the expense is clearly identified.
- **Food/Catering Services-** The purchase of meals or refreshments served on UMB property or at an off-campus location for a group of people.
- Read the Policy and Procedure for details, allowable, and unallowable purchases.

Part 4. Business Meals

- Business Meals are processed in the eTravel System, but are subject to the Food and Business Meals Expense Policy and Procedure
- Satisfy specific conditions:
 - FSBMA Form, or equivalent, is required
 - Detailed receipts showing items purchased
 - Per Person time and expenditure restrictions (see the Rates page:
<http://www.fincsvc.umaryland.edu/rates.cfm>)

Part 5. Hot topics

- Combining travel with other expenses:
 - Example:
 - Sally travels to a conference to present a poster.
 - Summary of expenses:

– Airfare, Lodging, Meals, etc.....	1,200.00
– Poster Printing.....	250.00
– Business Dinner with external colleagues.....	<u>125.00</u>
	1,575.00

Part 5. Hot topics

- How to process:
 - Summary of expenses:
 - Airfare, Lodging, Meals, etc.....1,200.00
 - Use eTravel System - - Travel Account Codes
 - Poster Printing.....250.00
 - Submit a PUR02 - - Expense Code 3922
 - Business Dinner with external colleagues.....125.00
 - Use eTravel System - - Business Meal Account Codes

Part 5. Hot topics

- Research Study Participant Expenses
 - The eTravel System is not configured for posting expenses to Research Study Participant accounts
 - Travel-related expenses for Research Study Participants are processed via PUR02

Part 5. Hot topics

- Personal Expenses
 - Carefully evaluate receipts and other documentation to exclude personal expenses
 - Car seats
 - Travel/trip insurance
 - Personal supplies such as lotions or other personal items

Part 5. Hot topics

- State Payment Intercepts
 - Federal law allows states to establish debt collection regulations
 - Code of Maryland Regulations (COMAR) provides authority for the Central Collections Unit (CCU) to collect, by offset, amounts due to the State of Maryland

Part 5. Hot topics

- State Payment Intercepts
 - Payees who owe money to the State of Maryland may have expected payments intercepted and applied to outstanding debts to the State
 - For example, traveler John Smith submitted a reimbursement for \$1,200.00. State records indicate that he still owes \$1,000.00 from 2017 in income tax. His travel reimbursement will be reduced by the amount owed to the State (including any collection fees, penalties, and interest)

Part 5. Hot topics

- State Payment Intercepts
 - UMB cannot determine whether an individual (vendor) is subject to a payment intercept
 - Important to be aware of the authority of the State to intercept payments, especially in cases where payments are made to someone other than the traveler
 - UMB cannot recover intercepted funds on behalf of the payee

Part 5. Hot topics

- Travel expenses paid by someone other than the traveler
 - Examples:
 - John and Sally go on a trip. John pays \$1,000 for Sally's travel. Sally submits the Travel Expense form showing that the payment is to be made to John Smith. John Smith doesn't receive the reimbursement because it was intercepted.

Part 5. Hot topics

- Travel expenses paid by someone other than the traveler
 - Examples:
 - John and Sally go on a trip. John pays \$1,000 for Sally's travel. Sally submits the Travel Expense form showing that the payment is to be made to herself. She agreed to give the reimbursement to John. Sally owes money to the State. Sally's reimbursement is intercepted. Now Sally still owes John.

Part 5. Hot topics

- Travel expenses paid by someone other than the traveler
 - Confirm the box that reads “Expense to be reimbursed to someone other than Traveler?” is checked
 - Verify the submitted information is correct (e.g. Social Security Number, address, etc.)

Quantum Financials

Quantum Financials

- New financial accounting system to replace eUMB Financials
- Implementation in October, 2019
- Website:
<https://www.umaryland.edu/quantum/>

Quantum Financials

- Begin to learn the Chart of Accounts and Account Combo structure here:
 - <https://www.umaryland.edu/quantum/chart-of-accounts/>
- Subscribe to the Elm Weekly for announcements and training sessions:
 - <https://www.umaryland.edu/cpa/web-communications/about-the-elm/>

Quantum Financials

Chart of Accounts Education Sessions

- Attend this class to learn about the new accounting structure that will be used in Quantum Financials. Participants will learn new terminologies and important information about the changes needed to enter, approve, and analyze transactions in Quantum Financials. The presentation covers the new values that will replace the existing chartstrings in eUMB Financials and includes a preview of the robust reporting available in Quantum.
- This course is strongly recommended for all individuals who currently enter or retrieve data in eUMB Financials (e.g. budgeting, purchasing, reporting, entering journals, travel, approving transactions, P-Card, etc.).

Quantum Financials

- Individuals who have responsibilities in completing forms for billing and payments (e.g. customer billing, working fund, eZ payment, research study participants, deposit summary forms, etc.) are encouraged to attend.
- Individuals who manage external systems and databases that utilize existing UMB Financials chartfields also are encouraged to attend.
- Sessions begin in June. Each session contains the same information.
- Please register for one session.

Quantum Financials

- Chart of Accounts Sessions for June:
 - Wednesday, June 12
 - 10:00 – 12:00
 - School of Nursing, Room 130

 - Thursday, June 13
 - 2:00 – 4:00
 - School of Law, Room 107

 - Tuesday, June 25
 - 2:00 – 4:00
 - School of Dentistry, Room G205

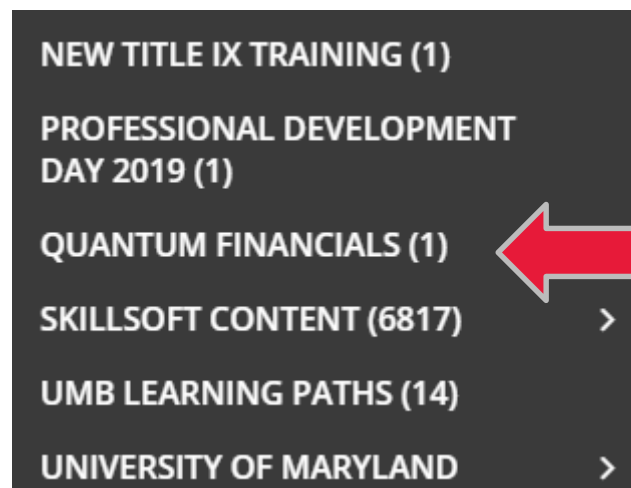
 - Thursday, June 27
 - 10:00 – 12:00
 - School of Pharmacy, Room N103

Quantum Financials

- Register in the Learning Management System (LMS)
- LMS link is on the Human Resources homepage
- LMS link: <https://umb.sumtotal.host/>

Quantum Financials

- Navigation to registration:
 - LMS user Dashboard:
 - Click Library Books at the top of the Dashboard page:
 - Click Quantum Financials in the Library menu:



Quantum Financials

Home / Library / Quantum Financials

FILTER YOUR RESULTS

SHARE TOPIC

LEARNING ▾

*



QUANTUM FINANCIALS (1)

Sort By NAME (A-Z) ▾



Quantum Financials: Chart of Accounts Education Session

Attend this class to learn about the new accounting structure that will be used in Quantum Financials. Participants will learn new terminologies and important information about the changes needed to enter, approve, and analyze transactions in Quantum Financials. The

🔗 ILT Course ⌚ 2 Hours 📄 FIN_00823_ILT



SELECT ▾

RECOMMENDED ACTIVITIES

















You haven't added any interests yet. Click ⚙️ to add interests.

Click the "Select" Dropdown and select Register.

Quantum Financials

▼ ACTIVITIES (4)

You must select 1 activity(s)

-
- | | | | |
|---|---|---|-------------------|
|  | <p>CLASS REGISTRATION ALLOWED
Chart of Accounts - June 12, 2019 - School of Nursing, Room 130
FIN_00824_ILT  409 Available Seats
 655 W. Lombard St., School of Nursing</p> | <p> 6/12/2019 10:00 AM EDT - 6/12/2019 12:00 PM EDT (View in my time zone)</p> | <p>ADD</p> |
|  | <p>CLASS REGISTRATION ALLOWED
Chart of Accounts - June 13, 2019 - School of Law, Room 107
FIN_00825_ILT  116 Available Seats
 500 W. Baltimore Street, Carey School of Law</p> | <p> 6/13/2019 2:00 PM EDT - 6/13/2019 4:00 PM EDT (View in my time zone)</p> | <p>ADD</p> |
|  | <p>CLASS REGISTRATION ALLOWED
Chart of Accounts - June 25, 2019 - School of Dentistry, Room G205
FIN_00826_ILT  141 Available Seats
 650 W. Baltimore St., School of Dentistry</p> | <p> 6/25/2019 2:00 PM EDT - 6/25/2019 4:00 PM EDT (View in my time zone)</p> | <p>ADD</p> |
|  | <p>CLASS REGISTRATION ALLOWED
Chart of Accounts - June 27, 2019 - School of Pharmacy, Room N103
FIN_00827_ILT  186 Available Seats
 20 N. Pine St., Pharmacy Hall</p> | <p> 6/27/2019 10:00 AM EDT - 6/27/2019 12:00 PM EDT (View in my time zone)</p> | <p>ADD</p> |

Select the desired session by clicking ADD

Quantum Financials

REGISTRATION SUMMARY
To remove a selected activity from the list, click ✕

ILT COURSE
Quantum Financials: Chart of Accounts Education Session


CLASS ✕
Chart of Accounts - June 12, 2019 - School of Nursing, Room 130



You will receive a confirmation email and an Outlook Calendar email so that you can add it to your Outlook Calendar.

If you do not receive a confirmation, please email Cindy Lyons – clyons@umaryland.edu

 Click Register.

If you use the link in the ELM:






ILT Course
QUANTUM FINANCIALS: CHART OF ACCOUNTS EDUCATION SESSION  
⌚ 2 Hours



Completion Status
0%

OPTIONS ▾


DETAILS **ACTIVITIES**







Class
Chart of Accounts - June 12, 2019 - School of Nursing, Room 130 
 6/12/2019 10:00 AM EDT - 12:00 PM EDT [\(View in my time zone\)](#)
⌚ 2 Hours


OPTIONS ▾







Class
Chart of Accounts - June 13, 2019 - School of Law, Room 107 
 6/13/2019 2:00 PM EDT - 4:00 PM EDT [\(View in my time zone\)](#)
⌚ 2 Hours


OPTIONS ▾







Class
Chart of Accounts - June 25, 2019 - School of Dentistry, Room G205 
 6/25/2019 2:00 PM EDT - 4:00 PM EDT [\(View in my time zone\)](#)
⌚ 2 Hours

OPTIONS ▾



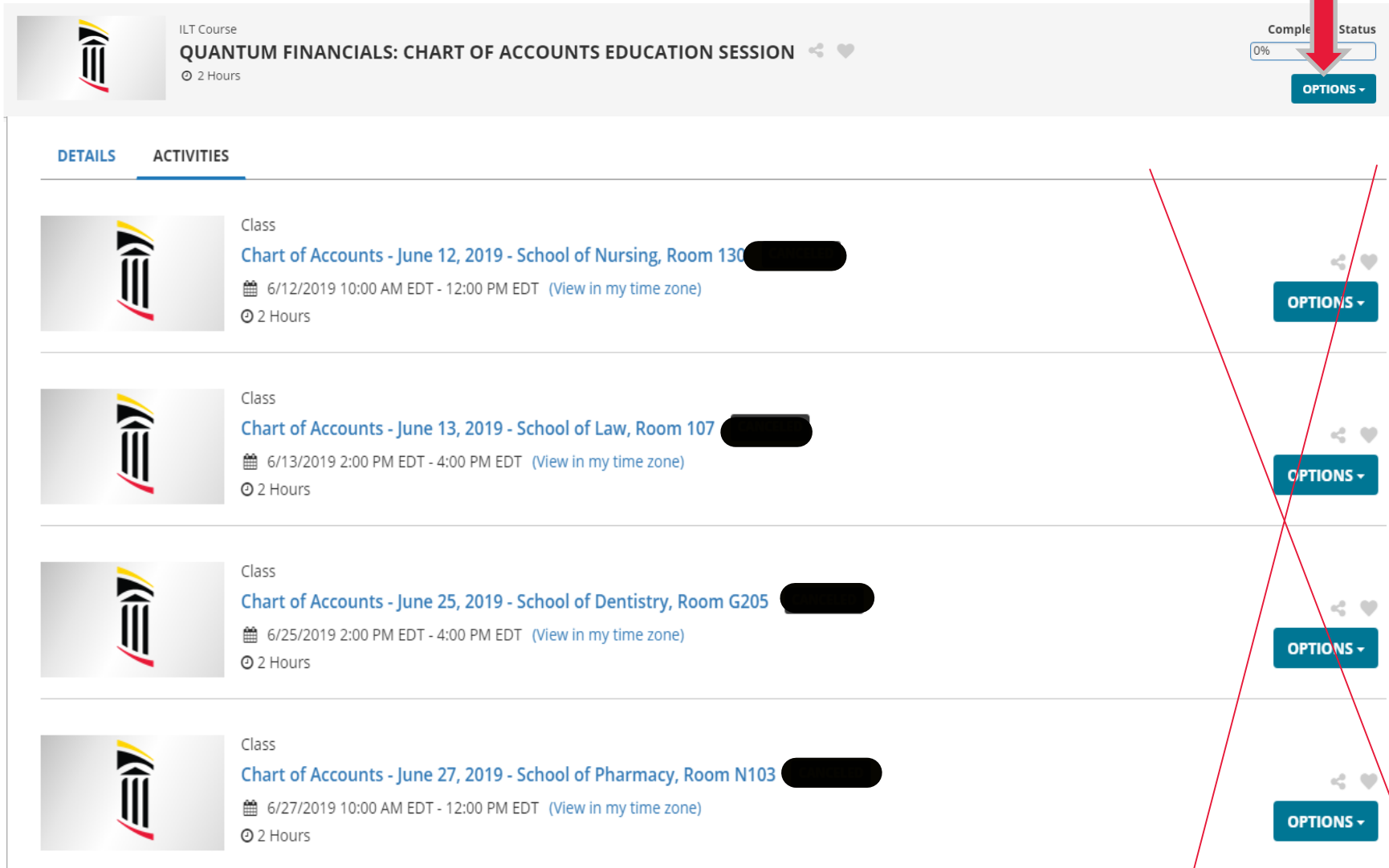
Class
Chart of Accounts - June 27, 2019 - School of Pharmacy, Room N103 
 6/27/2019 10:00 AM EDT - 12:00 PM EDT [\(View in my time zone\)](#)
⌚ 2 Hours

OPTIONS ▾

If you use the link in the ELM:

Click this Options box to Register:

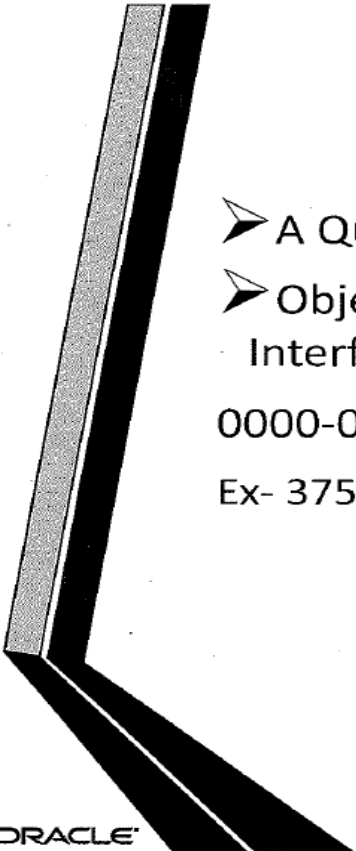


The screenshot shows a course page with the following details:

- Course Title:** QUANTUM FINANCIALS: CHART OF ACCOUNTS EDUCATION SESSION
- Course Type:** ILT Course
- Duration:** 2 Hours
- Completion Status:** 0% (indicated by a progress bar and a red arrow pointing to the 'OPTIONS' button)
- Navigation:** DETAILS (selected) | ACTIVITIES
- Class List:**
 - Class 1:** Chart of Accounts - June 12, 2019 - School of Nursing, Room 130 [Redacted]. Date/Time: 6/12/2019 10:00 AM EDT - 12:00 PM EDT. Duration: 2 Hours.
 - Class 2:** Chart of Accounts - June 13, 2019 - School of Law, Room 107 [Redacted]. Date/Time: 6/13/2019 2:00 PM EDT - 4:00 PM EDT. Duration: 2 Hours.
 - Class 3:** Chart of Accounts - June 25, 2019 - School of Dentistry, Room G205 [Redacted]. Date/Time: 6/25/2019 2:00 PM EDT - 4:00 PM EDT. Duration: 2 Hours.
 - Class 4:** Chart of Accounts - June 27, 2019 - School of Pharmacy, Room N103 [Redacted]. Date/Time: 6/27/2019 10:00 AM EDT - 12:00 PM EDT. Duration: 2 Hours.
- Actions:** Each class entry has an 'OPTIONS' button and a heart icon. A large red 'X' is drawn over the right side of the page, crossing through the 'OPTIONS' buttons.

Quantum Financials

General Ledger- COA

- 
- A Quantum Account will be in this format:
 - Object-Source-Org-Activity-Purpose-Function-Unit-Future-Interfund

0000-000-00000000-000000-00000000-000-00-00000-000

Ex- 3752-105-06203000-000000-00000000-620-00-00000-000

Quantum Financials

- Note that Activity and Purpose Segments (aka “fields”) are optional.
- If the fields are set up in Quantum, you can use them in eTravel.
- For example, a department may choose to track expenses by faculty member and use the Purpose to enter the faculty ID. When you enter the travel transaction, select the “Account Combo” (aka “chartstring”) that includes the faculty ID so that the travel transactions will show in the Quantum reports as attributable to the faculty member.
- Check with your Dean’s or VP’s office to determine specific protocol for assigning values to these fields.

Quantum Financials

- Temporary Requisitions
 - Users with the Requisitioner role can submit a “Temporary Requisition”
 - Record a future obligation
 - No PO is generated
 - Needs to be manually canceled

Quantum Financials

- Temporary Requisitions
 - Can be used as a tool to encumber/obligate travel funds
 - More details to come in Quantum training.
 - If interested, be sure to ask when you attend training!

Quantum Financials & eTravel System

- Entering and submitting forms remains the same.
- Changes have been made to accommodate the new accounting structure in Quantum.
- Funding will either be by a Sponsored Project (e.g. Grant) or a Nonsponsored source (e.g. State funds)

Quantum Financials & eTravel System

If travel is funded by a Nonsponsored Source (e.g. State, Revolving), enter the **Account Combo** and **Object**.

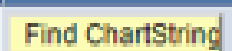
If travel is funded by a Sponsored Project (e.g. Grant), enter a **Project ID** and **Object**.*

* Note the eTravel System configuration is still in progress. Minor adjustments are needed, such as tweaking the spacing and appearance and renaming a few more fields (e.g. Account will be changed to Object). These screenshots are for preview purposes.



University Funding														
Row	Find ChartString		Source	Owner Dept	Activity	Purpose	Function	Project ID	Award Funding Source	Account	Transaction Dept ID	Amount		
1	Find ChartString									3311			+	-
2	Find ChartString												+	-
										Remainder to be Distributed:		166.99		

Quantum Financials & eTravel System

The following example shows a transaction that is funded by State funds and by a Project.

1. Similar to eUMB Financials, click on  (Note that label on this button is likely to change to Quantum terminology)
2. We will begin with the Nonsponsored Source. The lookup screen appears.

Select Chartfield String:

Source:	<input type="text"/>
Org:	<input type="text"/> 
Activity:	<input type="text"/>
Purpose:	<input type="text"/>
Function:	<input type="text"/>
Project:	<input type="text"/> 
Award Funding Source:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	

NONSPON

Quantum Financials & eTravel System





3. Enter Org

Personalize Find View All First 1-9 of 9 Last											
	Select	Source	Owner Dept		Activity	Purpose	Function	Project ID	Award Funding Source	Combo Code	
1	Select	105	06203000	Financial Services	000000	00000000	620			5000001276	General Appropriation
2	Select	115	06203000	Financial Services	000000	00000000	620			5000005220	UMB Designated Appropriation
3	Select	905	06203000	Financial Services	000000	00000000	780			5000008315	MCCBL
4	Select	915	06203000	Financial Services	000000	00000000	780			5000010210	ARB
5	Select	905	06203000	Financial Services	000000	00000000	720			5000011250	MCCBL
6	Select	955	06203000	Financial Services	000000	00000000	780			5000012040	Facility Renewal
7	Select	000	06203000	Financial Services	000000	00000000	110			5000012289	
8	Select	000	06203000	Financial Services	000000	00000000	720			5000013266	
9	Select	915	06203000	Financial Services	000000	00000000	720			5000014305	ARB

NONSPON

Quantum Financials & eTravel System

Here are the results when Source and Org are entered to illustrate how to narrow down the search results.

Personalize Find View All  											
First  1 of 1  Last											
Select	Source	Owner Dept		Activity	Purpose	Function	Project ID	Award Funding Source	Combo Code		
1	Select	105	06203000	Financial Services	000000	00000000	620			5000001276	General Appropriation

NONSPON

Quantum Financials & eTravel System

Select desired value and add the Object (3371)

University Funding														
Row	Find ChartString		Source	Owner Dept	Activity	Purpose	Function	Project ID	Award Funding Source	Account	Transaction Dept ID	Amount		
1	<input type="text" value="Find ChartString"/>	General Appropriation	105	06203000	000000	00000000	620			3371 <input type="text"/>	06203000	33.63	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Find ChartString"/>											33.63	<input type="button" value="+"/>	<input type="button" value="-"/>
Remainder to be Distributed:												133.36		

SPON


Quantum Financials & eTravel System

5. Enter the Sponsored Source. Select 

The lookup screen appears.

Select Chartfield String:


Source:

Org: 

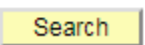
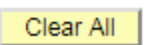
Activity:

Purpose:

Function:

Project: 





Award Funding Source:

SPON

Quantum Financials & eTravel System

6. Enter the Project.

Personalize Find View All   First  1-3 of 3  Last										
	Select	Source	Owner Dept	Activity	Purpose	Function	Project ID	Award Funding Source	Combo Code	
1	<input type="button" value="Select"/>		10408050	Med Cardiology			10013954	CCS	5000000929	Hypothalamic Inflammation and
2	<input type="button" value="Select"/>		10408050	Med Cardiology			10013954	OTC	5000001592	Hypothalamic Inflammation and
3	<input type="button" value="Select"/>		10408050	Med Cardiology			10013954	EXT	5000008680	Hypothalamic Inflammation and

Quantum Financials & eTravel System

Select desired value and add the Object (3311)

This is the University Funding section of the eTravel Expense form showing the charges:

University Funding														
Row	Find ChartString		Source	Owner Dept	Activity	Purpose	Function	Project ID	Award Funding Source	Account	Transaction Dept ID	Amount		
1	<input type="text" value="Find ChartString"/>	General Appropriation	105	06203000	000000	00000000	620			<input type="text" value="3371"/> <input type="button" value="Q"/>	06203000	<input type="text" value="33.63"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="Find ChartString"/>	Hypothalamic Inflammation and		10408050				10013954	CCS	<input type="text" value="3311"/> <input type="button" value="Q"/>	06203000	<input type="text" value="133.36"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="Find ChartString"/>											<input type="text" value="166.99"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
Remainder to be Distributed:												<input type="text" value="0.00"/>		

Payroll – Earnings Codes

Part 7. Payroll Earnings Codes

Earnings Code (EC)	EC Description	GL Account	PCD	Calculated Fringe on PCD 8.4% in FY2018	Fringe GL Account
TTI	In-State Travel Taxable	3330	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798
TTO	Out-Of-State Travel Taxable	3331	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798
TTF	Foreign Travel Taxable	3332	Yes	No- fringe is not allowed on grants so charges will be posted via JE	2798
TTM	Day Business Travel Meals	3371	Yes	Yes	2797

Note: Fringe rate will be 8.4% in FY20.

Upcoming Events

Quantum Financials

- Chart of Accounts Sessions for June:
 - Wednesday, June 12
 - 10:00 – 12:00
 - School of Nursing, Room 130

 - Thursday, June 13
 - 2:00 – 4:00
 - School of Law, Room 107

 - Tuesday, June 25
 - 2:00 – 4:00
 - School of Dentistry, Room G205

 - Thursday, June 27
 - 10:00 – 12:00
 - School of Pharmacy, Room N103

- Disbursements Workshop in June
 - Wednesday, June 26, 2019
 - 10:00 AM – 12:00 PM
 - Lexington Building, Room 4105
 - Basic hands-on entering travel and reviewing scenarios. Designed for new Travel Administrators. Bring your travel forms to enter!
 - Limited seating. If the seats are full, email me and I will set up a wait list and open additional sessions.

- Year-End Deadlines:

- **Friday, June 14**

In order for travel expenses to be charged to FY19 funds, travel expense eforms for employees must have supervisor and fiscal approvals by Friday, June 14, 2019 so that they can be loaded in the last payroll of FY 2019 (PP#19-26). Travel expense eforms for non-employees must have fiscal approvals and hard-copy documentation submitted to Financial Services-Disbursements (FSD) by Friday, June 14, 2019 so they can be paid and recorded in eUMB by the end of the fiscal year.

- Year-End Deadlines:
 - **View the complete Year-End Schedule here:**
 - <https://www.umaryland.edu/financialservices/announcements/>

Questions?

