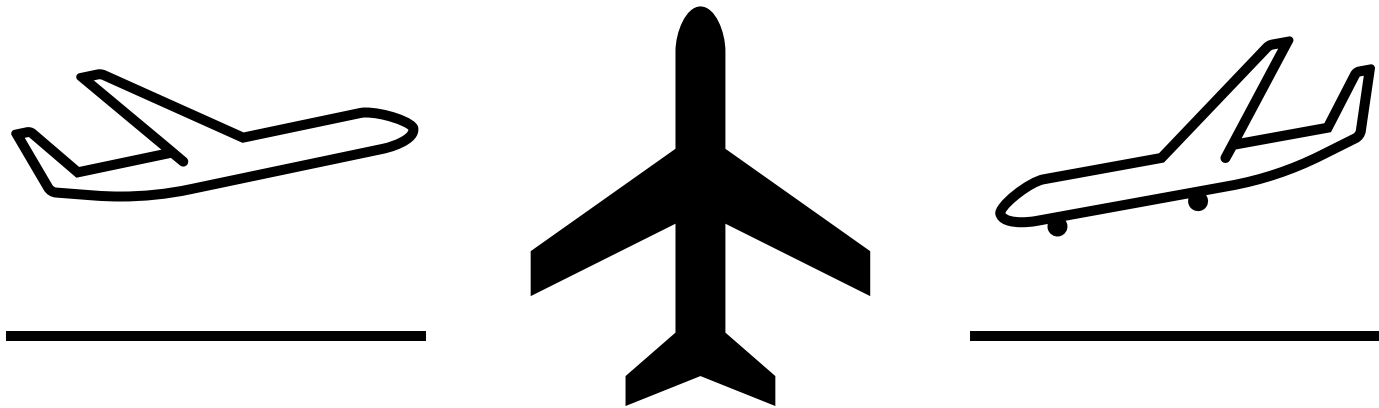


Travel System

The importance of including the
START and END times



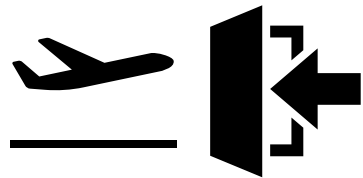
Why it is so important

- By providing start and end times, we ensure that our reimbursement requests align with the UMBC travel policy, minimizing the risk of discrepancies or potential audits.
- Accurate time records contribute to a smoother and more efficient approval process for travel reimbursements.
- The duration of travel, as indicated by start and end times, directly impacts the calculation of per diem entitlements.

Defining START and END

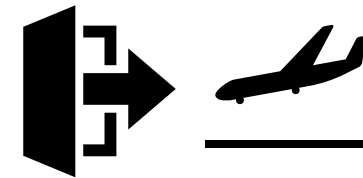
START

The time a traveler departs their home or office at the beginning of their trip



END

The time a traveler arrives at home or office at the conclusion of their trip



How is Per Diem Calculated?

Overnight trips

Departure (START)

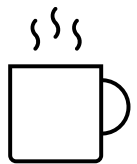
Departure	Breakfast	Lunch	Dinner
6 AM or Earlier	✓	✓	✓
6:01 AM - 1:00 PM	✗	✓	✓
1:01 PM - 7:00 PM	✗	✗	✓
After 7:00 PM	✗	✗	✗

Arrival (END)

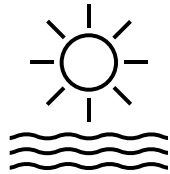
Arrival	Breakfast	Lunch	Dinner
6 AM or Earlier	✓	✗	✗
6:01 AM - 1:00 PM	✓	✗	✗
1:01 PM - 7:00 PM	✓	✓	✗
After 7:00 PM	✓	✓	✓

How is Per Diem Calculated?

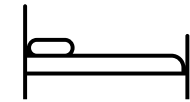
Partial Day (Day trips)



START in the
morning



END in the
evening



Less than 10 Hours	No Per Diem
10 hours or more	Breakfast and Lunch
12 hours +	Breakfast, Lunch and Dinner

or

Less than 10 Hours	No Per Diem
10 hours or more	Lunch and Dinner
12 hours +	Breakfast, Lunch and Dinner

Entering the data into the travel system

Details Expenses **Itinerary/Mileage** Documents Communications

START

Action	Start Date	Start Time	End Date	End Time	From	To	Type
Move^ Move Ins^ Ins	07/14/2024	07 00 AM	07/14/2024	12 00 AM	Home	BWI	Auto
Move^ Move Ins^ Ins	07/14/2024	12 00 AM	07/14/2024	12 00 AM	BWI	MCO	Air
Move^ Move Ins^ Ins	07/20/2024	12 00 AM	07/20/2024	12 00 AM	MCO	BWI	Air
Move^ Move Ins^ Ins	07/20/2024	12 00 AM	07/20/2024	05 00 PM	BWI	HOME	Auto

**END
Time**

Business Services Travel Desk

Contact info

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