



DEPARTMENT OF GEOLOGY

Tip for submitting expense reports for local hosting (seminar speakers, visiting prospective students, etc).

- There is no need to create a travel request for local business meals and hosting. You can start the process with a travel expense.
- Before you start, please confirm the account (Worktag) with Michelle for this expense.

Report Header

In the Report Header, be sure to choose the following:

- Report/Trip Purpose: Local Business Meals
- Report/Trip Type: In state (no overnight stay)
- Add the detailed business purpose/benefit to the university.
- Select UMD campus visit.
-

Types of Worktags are:

Gift (GFXXXXXX)

Grant (GRXXXXX)

Project (PRXXXXXX)

Usource (USXXXXXX)

Department DRIF is a Usource number. Please confirm with Michelle what Usource number will be charged.

TIP: Be sure to select “Either” and start typing the Usource or Grant number in the Worktag field.

Report Header

Seminar Dinner (Name) | \$0.00

Personal Travel Dates

Detailed Business Purpose / Benefit to University 38/500

Took seminar (Name) speaker to dinner. ☒ UMD Campus Visit?

Company * 1 Type * 2 Worktag * 3 Division

(01) UMCP X v USource X v (CCH01105) CCH01105 UMCP | EXEC | SVPA...

College Department

(CCH01235) CCH01235 UMCP | DIV | CMNS | ... (CCH01570) CCH01570 UMCP | DEPT | CMNS...

Report Id * Report Currency

8BFD284B6AE54755AC1B US, Dollar

Personal Expenses * Amount Not Approved *

0 0

Amount Due University * Amount Due User *

0 0

Text Search by Text Q

Text missing required information.

Code Recently Used

Either

nce-US003001) UMCP | CMNS |

DRIF GEOLOGY

(US000612) UMCP | AGNR | 1100500 SUM PGM

ENST

(US002298) UMCP | AGNR | 1100510 SUM PGM

AGRI RESOURCE ECONOMICS

(US000390) UMCP | AGNR | 1100520 SUM PGM

ANIMAL SCIENCE

(US000154) UMCP | AGNR | 1100530 SUM PGM

APPLIED AGRI

(US000681) UMCP | AGNR | 1100540 SUM PGM

HUMAN NUTRITION

Report Total *

0

Amount University Paid *

0

Total Amount Claimed *

0

In the expense section, please select:

- Expense Type (Group Meals, +/- 10)
- Purpose of Group Meals = Local Business Meals
- Enter attendees in the comments.

Details
Itemizations

Attendees (1)
Allocate

* Required field

Expense Type *
Group Meals/Hosting < 10 Attendees
X
v

Transaction Date *
MM/DD/YYYY
Calendar icon
Trip Type *
1. In-State (No Overnight Stay)
X
v

Purpose of Group Meal *
Local Business Meals
X
v
Type of Meal *
Dinner
X
v

City of Purchase *
Enter Vendor Name *

Payment Type *
*Paid by Employee
v

Amount *
Currency *
US, Dollar (USD)
X
v

Comment
0/500

Please visit the meal hosting video to complete the attendee section.

Receipts

Be sure to keep the itemized receipt and, if available, a copy of the credit card signature receipt. Reimbursements will not be made without an itemized receipt.

For personal credit card transactions only –

If your name is not on the receipt or the credit card signature receipt, you will need to provide a credit card statement proving the transaction was billed to your credit card.

The credit card statement must have your name, the last 4 digits of the credit card used to pay for the meal and the transaction. Everything else can be redacted.