DEPARTMENT OF GEOLOGY

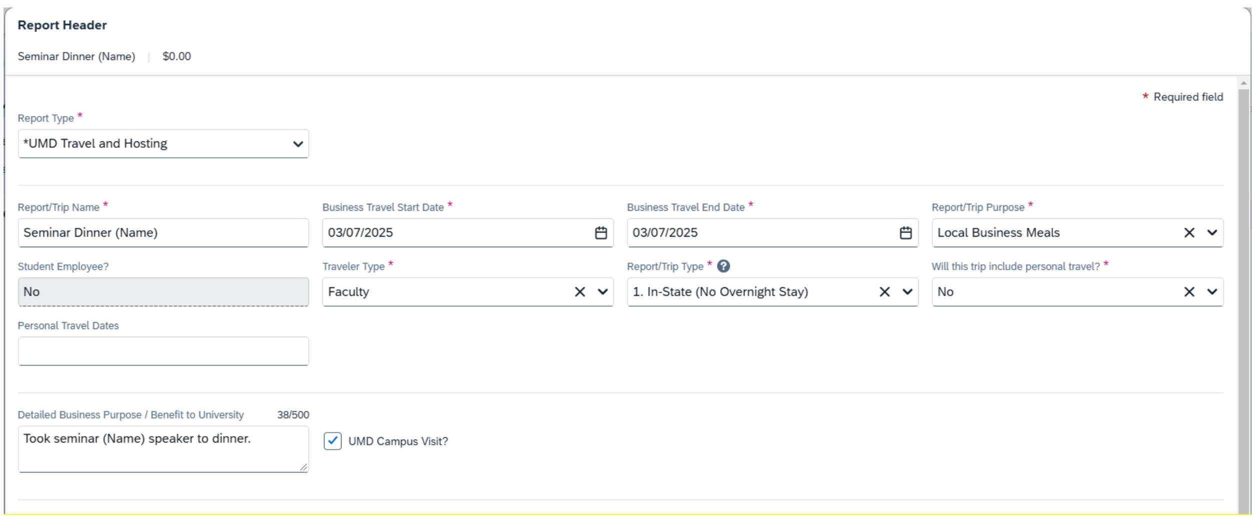
Tip for submitting expense reports for local hosting (seminar speakers, visiting prospective students, etc).

- 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.
-


Report Header
Seminar Dinner (Name) | $0.00
* Required field
Report Type *
*UMD Travel and Hosting
Report/Trip Name *
Seminar Dinner (Name)
Business Travel Start Date *
03/07/2025
Business Travel End Date *
03/07/2025
Report/Trip Purpose *
Local Business Meals
Student Employee?
No
Traveler Type *
Faculty
Report/Trip Type *
1. In-State (No Overnight Stay)
Will this trip include personal travel? *
No
Personal Travel Dates
Detailed Business Purpose / Benefit to University 38/500
Took seminar (Name) speaker to dinner.
UMD Campus Visit?

Types of Worktags are:

Gift (GFXXXXXX)

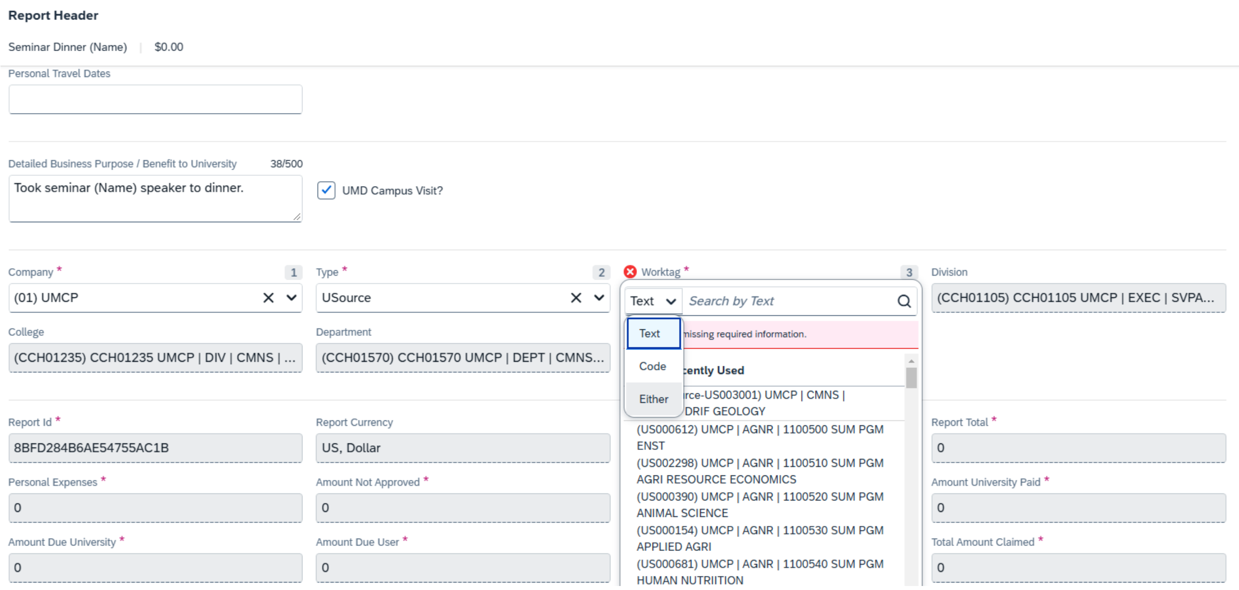
Grant (GRXXXXX)

Project (PRXXXXXX)

Usource (USXXXXXX)

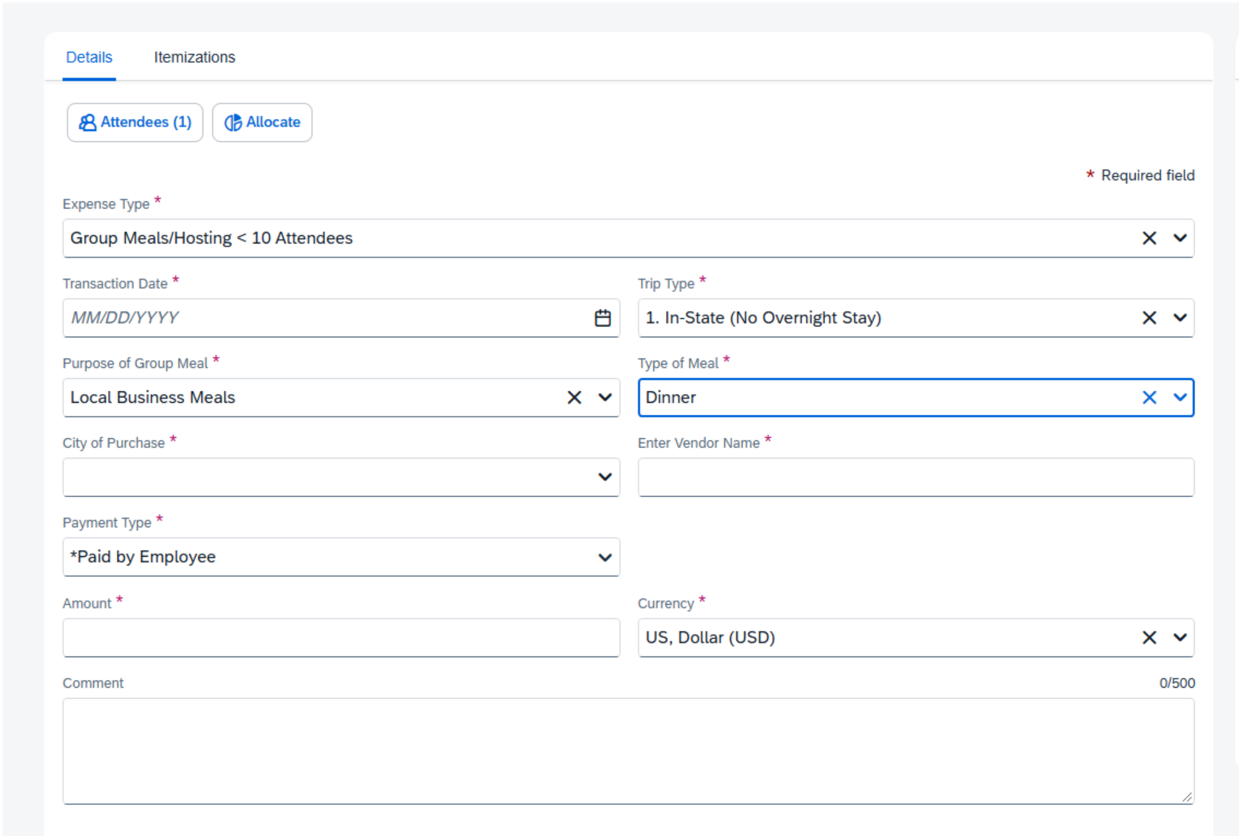
Department DRIF is a Usource number. Please confirm with Michelle what Usource number will be charged.

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



In the expense section, please select:

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



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.