

ESSIC Business Office (EBO) & CISESS Business Office (CBO)
Travel Expense Statement (TES)

1. Please submit your completed TES to the EBO and CBO within 3 weeks from returning from your trip
2. The EBO and CBO will contact you directly if there are any questions regarding your TES.
3. Combining Personal and Professional Travel: A cost comparison is required in order for EBO or CBO to purchase your airfare or reimburse your airfare. The traveler covers the difference in airfare should it be higher than the cost of the original business flight it is compared to. It is strongly encouraged you use a UMD Travel Agent so they can obtain an accurate cost comparison at the time of booking

Domestic Travel

1. Please complete the TES template.
2. Please fill in all requested information – Please make sure to include the initial TAR # (EBO*****) as well as the KFS # and project.
3. Please tape down and label all receipts in chronological order - providing to and from destinations and/or translation as necessary.
4. Scanned, faxed or original receipts are accepted. All receipts must be itemized and are required for all travel expenses including airfare, airport/train station parking, rail ticket, car rental, ground transportation, lodging, conference/event registration, conference agenda, rental vehicle fuel, etc. Receipts must show the date and specific services rendered, vendor name, the amount charged, and the form of payment (if a credit card is used it must include the last 4 digits of the card). Receipts for air, rail, car rental, and lodging must also include the traveler's name.
5. Per Diem:
 - a. Please do not lump together per diem days. If your trip is more than 7 days long, please use a second TES template.
 - b. UMD per diem rates; \$13 – breakfast; \$15 – lunch; \$28 – dinner
 - c. Breakfast can be claimed on the day of departure if your plane takes off at 9 am local time EST or earlier.
 - d. Lunch will be scheduled from 12 pm to 2pm. Lunch can be claimed on the day of departure up to 2 hours before the scheduled lunch time and up to 1 hour after the scheduled lunch time
 - e. Dinner can be claimed on the day of your arrival home if your plane lands at 6 pm local time EST or later.
 - f. If meals are provided by the conference, such as breakfast and/or lunch, they are already included in your conference registration, and per diem cannot be claimed for these meals.
6. If claiming personal auto miles:
 - a. Please provide a map showing the number of miles
 - b. Current mileage rate = \$0.575
 - c. For travel on workdays (Mon-Fri), mileage is measured from the closer of the duty station or point of departure to destination.
 - d. For travel on non-workdays (Sat-Sun), actual mileage driven is reimbursable.
 - e. Only the authorized UMD traveler may be reimbursed for using a personal vehicle on the first and last day of travel (to the airport on the first day and then from the airport on the last day). Spouses do not get reimbursed because they are not the official traveler

International Travel

1. Includes #1 - #4 from domestic travel
2. For international travel, it is required you include proof of exchange rate (rate from oanda.com from <http://www.oanda.com/converter.classic>, receipt for exchange rate, or credit card statement).
3. Per Diem:
 - a. Please do not lump together Per Diem days. If your trip is more than 7 days long, please use a second TES template.
 - b. Please print out and include the appropriate foreign per diem rates found at: https://aoprals.state.gov/web920/per_diem.asp. International Per Diem is broken out as follows: 15% for breakfast, 25% for lunch, and 60% for dinner.
 - c. Breakfast can be claimed on the day of departure if your plane takes off at 11 am local time EST or earlier.
 - d. Lunch will be scheduled from 12 pm to 2pm. Lunch can be claimed on the day of departure up to 2 hours before the scheduled lunch time and up to 1 hour after the scheduled lunch time
 - e. Dinner can be claimed on the day of your arrival home if your plane lands at 6 pm local time EST or later.
 - f. If meals are provided by the conference, such as breakfast and/or lunch, they are already accounted for as part of your conference registration, and per diem cannot be claimed for these meals.
 - g. If a meal is provided by the airline, then it is already accounted for as part of your total airfare expense and per diem cannot be claimed for this meal.

Important Notes

Taxis

- For any taxi reimbursement the traveler must provide details in the "Remarks" field of the Travel Expense Statement. Details must include (for each taxi journey) the date, origin/destination, and cost per trip.

******Missing or incomplete documentation will cause a delay in the processing of your TES******