

Job Aid: UMD Travel Program - Roles & Responsibilities

Roles & Responsibilities

This aid provides information on the different roles within UMD's Travel Program.

Tcard-holder/UMD employee traveler and their delegates

- Understand appropriate and allowable uses of the Tcard
- Provide a receipt for EACH Tcard transaction
- Assign Tcard charges (and any other expenses) to the appropriate Concur Expense Report, to the correct financial accounts, and attaching any appropriate supporting documentation as needed. (ex. Attendees list, conference agenda, flight comparisons, etc)
- Submit the expense report within 30 days from the trip/event end date*
- It is best practice for employees not to pay for the travel of other employees on their Tcard

*The Tcard-holder/UMD employee traveler can assign a delegate for assistance with data entry. However, the Tcard-holder/UMD employee must be the one to click **SUBMIT** for expense reports.

Approvers: Supervisors, Fiscal Officers, Principal Investigators, and their delegates^

Supervisors – Individuals assigned in our human resource system

- Confirm appropriate and allowable use of the Tcard
- Confirm all receipts and supporting documentation are attached
- Supervisors can select delegates to approve on their behalf but the delegate must be a supervisor in PHR. *It should be someone within their school/division.*

Fiscal Officers – Financial account owner(s) as listed in our financial system

- Confirm appropriate financial accounts are being charged
- Confirm funds are available for the designated charges
- Fiscal Officers can select another FO, account manager or accounting supervisor to approve on their behalf but must have this role in KFS.

Principal Investigators (PI) – Designated PI of the sponsored research account as listed in our financial system

- Confirm items are in accordance with the sponsored project
- This approval is triggered ONLY for SPONSORED RESEARCH accounts
- PI's can select delegates to approve on their behalf as long they are supervisors or FOs

^Approvers can assign delegates:

- Who are not approvers and give them the option "**Preview for Approver**" when assigning delegates in their profile. This allows these delegates to review items in the approval queue prior to the actual approver clicking **Approve**.