Employee/Graduate Assistant without Travel or Personal Credit Card

Departments have the ability to make decisions about employee and graduate assistant access to travel cards. Best practice is that individuals who travel should have their own travel card to track and manage expenses. However, there may be a time when an UMD employee will need to travel but does not have an UMD travel card nor a personal credit card. For instance, a new employee has just been hired and needs to take an immediate trip.

Arrangements for this employee can be done by a departmental designee with an UMD travel card by creating an UMD Event Request. This allows the departmental designee to pay for conference registrations, hotel accommodations, and shuttles using their designated UMD travel card. The employee traveling can then book their own air/rail using the travel agency's ghost card. After the trip, the employee would need the Request ID# from the Event Request to submit their personal expense report for the air/rail expense, meal per diem, and other reimbursable expenses. If the traveler is unable to pay for their meals and other reimbursable expenses when traveling, the department can make a request for a cash advance from Working Funds in Accounting.

For international travel, please notify Travel & Card Services when you create an Event Request for employees without travel or personal credit cards.

Please direct questions to **Travel & Card Services** at **301-405-0607** or concur-helpdesk@umd.edu.

Screenshots are provided to use as visual guides for certain steps.

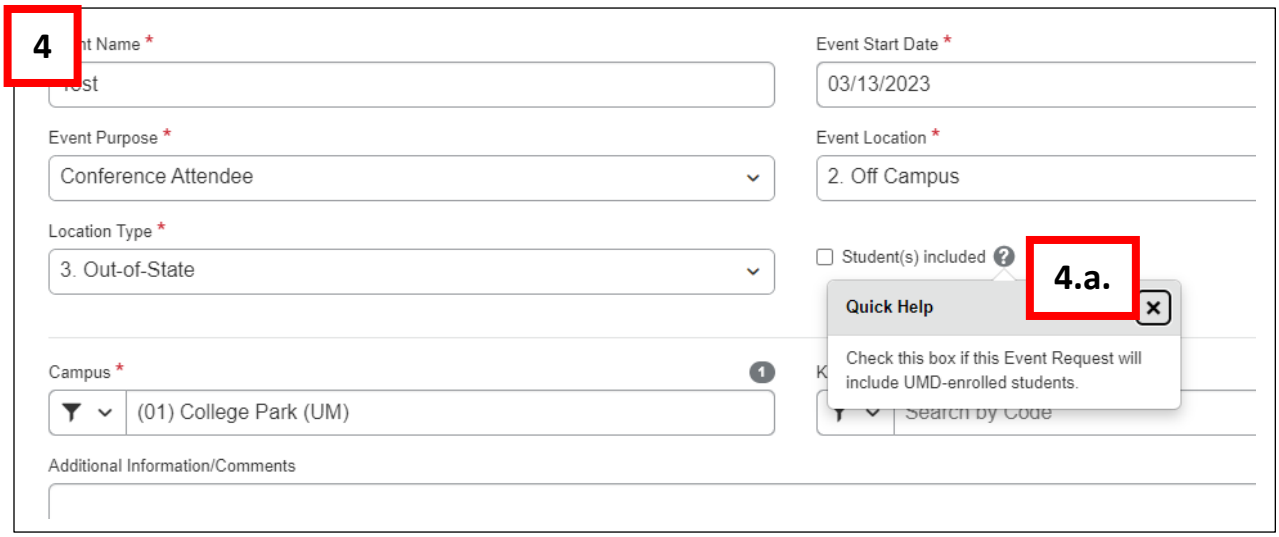
1. Click **Requests** at the top of the Concur homepage.

2. Click the **Create New Request** tile.

3. Make sure the **Request Type** is **UMD Event Request**.

4. Fill in the fields listed below:

- **Request Type** – ***UMD Event Request**
- **Event Name** – (Ex. ABC Expo April 2023)
- **Event Start Date**
- **Event End Date**
- **Event Purpose**
- **Event Location**
- **Event Venue**
- **Location Type –** In-State (no overnight or overnight), Out-of-State, International



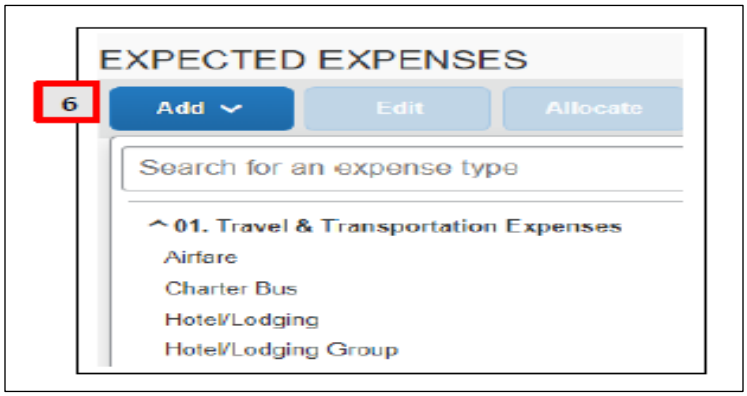
4.a.

- **Student(s) included** – If any UMD students are attending, please check this box.
- **KFS Account Number**

5. Click **Create** at the lower-right of the screen.

6. Click **Add** under **Expected Expenses**

- **Expense Type list** – Search for and select an expected expense for the trip (Ex. Airfare)
- After you choose an expense:
  - **Amount** – Estimate cost for the expense.
- Click Save



7. Repeat **Step 6** for each expected trip expense.

8. After adding all the expected expenses for this trip, click **Submit Request** in the upper-right corner.

9. Review the confirmation/acceptance statement and click **Accept & Continue**.

- This request has now entered workflow for approvals.