

How to Create a Request for Student Travel

Undergraduate and graduate students sometimes travel on behalf of UMD. Most commonly, they travel as part of a group with a faculty member or to a conference on behalf of UMD. The following guide will break down and color code by whether the traveler is:

1. **A student employee on payroll**
OR
2. **A student not on payroll**

Expense reports for student travel differ depending on whether the student receives a UMD paycheck, because the State requires reimbursements to be attached to a paycheck. Please check with the student to find out if they are receiving a paycheck and which future pay periods that paycheck will be received. Regardless of which scenario, the department paying for the travel is expected to designate an employee to act as the travel arranger, have a UMD travel card, **and create the Event Request on behalf of the traveling students**. This departmental “delegate” can prepare forms on behalf of **student employees** and should process reimbursements for **non-employee students** as guests/non-employees. Upon return from the trip, a **non-employee students’** expenses and receipts must be provided to the travel delegate to be submitted for travel reconciliation and reimbursements.

The department paying for travel should have had a staff member create an **Event Request** for all travelers going on a particular trip. Now that the trip has completed, **Event Expense Reports** will need to be submitted to reconcile Tcard charges and reimburse travelers for out of pocket expenses.

If the student receives a paycheck, then the student should follow the **Event Expense Report** job aid in their own profile. A delegate can assist them. They will need the 4-digit alphanumerical Request ID from the original Event Request.

If the student does not receive a paycheck or will not be receiving a paycheck when the expense is approved, please follow the **Event Expense Report** job aid. If they require reimbursements for out of pocket expenses, also follow the **Pre- and Post-Travel Instructions**, and **Guest Reimbursement Notification form**. Please note that a separate **Event Report** will need to be submitted for each guest that needs to be reimbursed.

International travel will require the delegate to upload a document showing the students’ names, UID#s, and email addresses. This is essential for the University’s international health insurance (CISI) to apply coverage for the travelers.

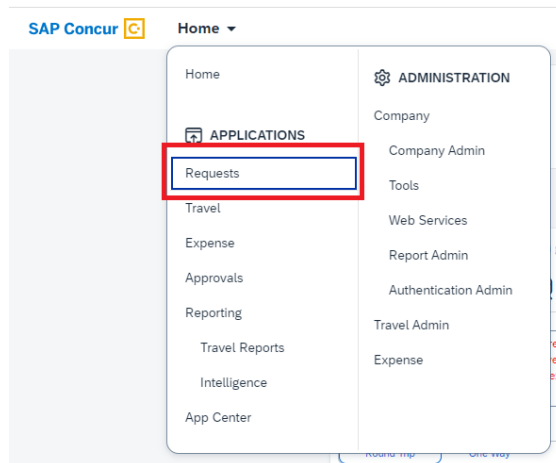
Please direct questions to Travel and Card Services at 301-405-0607 or concur-helpdesk@umd.edu

We host office hours three times a week via Zoom at <https://go.umd.edu/TravelOpenOffice>

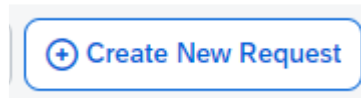
Tuesday 10a-12p
Wednesday 10a-12p
Thursday 1-3p

How to Create a Request:

1. Navigate to your **Requests** section via the Concur Home button in the top left.



2. Click the **Create new Request** button



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

Request Type *

*UMD Event Request

4. Fill in the fields listed below:

- **Request Type - *UMD Event Request**
- **Event Name** – (example: ABC Expo April 2023)
- **Event Start Date**
- **Event End Date**
- **Event Purpose**
- **Event Location**
- **Event Venue**
- **Location Type**
- **Students included** - if any UMD students are attending, please check this box
- **Worktag number**—replaces your **KFS Account number**—provided by your business department

5. Click **Create Request** in the bottom right

6. Click **Add** under **Expected Expenses**
 - Search for and select an expected expense for the trip (example: Airfare)
 - After you choose an expense, fill out:
 - **Amount** – estimate cost for the expense
 - **Comment** – Optional, in case something needs to be explained
 - Click **Save**

Example Event

Not Submitted | Request ID: 77D7

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

Airfare

01. Travel & Transportation Expenses

Airfare

7. Repeat **Step 6** for each expected trip expense. NOTE: if you are submitting a request for a group of students, add all of the expenses to one Event Request, rather than submitting one per individual traveler.
8. Use the **Attachments** button to upload a list of all travelers' names, email addresses, and UID#s for insurance purposes.
9. After adding all expected expenses for this trip, click **Submit Request** in the upper-right corner.
10. Review confirmation/acceptance statement and click **Accept & Continue**
 - This request has now entered workflow for approvals. To check on the status of the form and who needs to approve next, navigate to **Request Details > Request Timeline**

[Request Details](#) [Print/Share](#)

Request

Edit Request Header

Request Timeline

Audit Trail

EXPENSES

Allocate

Expense type