

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. Graduate assistants with a travel card should follow the process for Employee Requests and Expense Reports.

The department paying for the travel is expected to designate an employee to act as a travel “delegate” for the student. This employee acts as the travel arranger, has a UMD travel card, and creates the travel request and expense report on behalf of the traveling student. If the student is receiving a paycheck, they can select the arranger as their delegate to create the expense report, but will have to submit the expense report themselves.

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. If a student will not be receiving a paycheck when the reimbursement is approved, the department should process the reimbursement as a guest/non-employee. Upon return from the trip, expenses must be provided to the travel delegate to be submitted for travel reconciliation and reimbursements.

If the student receives a paycheck, then the student or their delegate should follow the How to Create an Expense Report job aid.

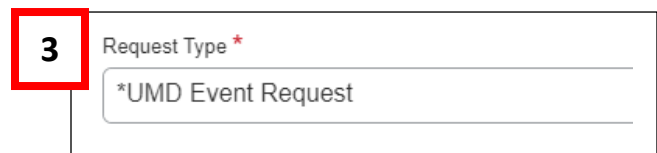
If the student does not receive a paycheck or will not be receiving a paycheck when the expense is approved, please follow the Expense Report - Guest & Non-Employees job aid as well as the Pre- and Post-Travel Instructions, and Guest Reimbursement Notification form.

International travel will require the delegate to upload a document showing the student’s name, UID # and email address.

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 student travel requests.

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**.



3 Request Type *

*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

The screenshot shows a form with the following fields and values:

- Event Name ***: [Red box with '4'] [Text input field]
- Event Start Date ***: [Text input field] 03/13/2023
- Event Purpose ***: [Dropdown menu] Conference Attendee
- Event Location ***: [Text input field] 2. Off Campus
- Location Type ***: [Dropdown menu] 3. Out-of-State
- Student(s) included ?**: [Red box with '4.a.']
- Campus ***: [Dropdown menu] (01) College Park (UM)
- Additional Information/Comments**: [Text area]

A **Quick Help** tooltip is visible over the **Student(s) included** checkbox, containing the text: "Check this box if this Event Request will include UMD-enrolled students."

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.