

Paid Employee Travel Procedures and FAQs

All UMD paid employees (faculty, graduate students, staff) traveling for UMD business related reasons, are required to use Concur Travel or Collegiate Travel Planners to book all air and rail tickets regardless of use of Tcard or personal credit card.

Setting up a Concur Account

To set up your Concur Account for travel. Please see [Concur Login | Procurement & Business Services \(umd.edu\)](#)

Next set up your Concur User Profile and add a credit card. If you will be traveling regularly in your position, consider requesting a UMD Travel Card (Tcard). Overview, application and training can be found [Travel Card \(Tcard\) & Expense Reports | Procurement & Business Services \(umd.edu\)](#).

Obtain the following Documentation before submitting a Travel Request

- 1) 7 Digit Alphanumeric worktag to charge. Please obtain from your Advisor or the Business Office.
Note: The Worktag for your trip maybe different from the worktag used to request a TCard. Also, the Worktag may vary from Trip to Trip.
- 2) Estimated Travel Expenses; Airfare, Conference Fee, Lodging, and Per Diem
- 3) Airfare Price Comparison for Business and Personal if applicable.

Submit a Travel Request at a minimum of thirty days before your departure date

- 1) See Concur Job Aid [Travel Request \(Single Employee\)](#) for details
- 2) When Naming your Trip/Purpose include Conference name or Meeting Purpose
- 3) Travel Dates; You may include 1 day before and after conference dates
- 4) Detailed Business Purpose; Add Weblink for Conference or Justification for Travel
- 5) Worktag: Enter 7 Digit Alphanumeric to charge.
- 6) Add all estimated Travel Expenses; Airfare, Conference Fee, Lodging, Per Diem, Taxi, etc.

Once Travel Request is approved. Log back into your Concur Account to make Travel arrangements or contact Collegiate Travel Planners with the below contact information.

TIP: Airfare and rail tickets can be charged to the 'Ghost Card' if you do not have a TCard. You must still allocate the charge on your expense report. Hotel Expense are no longer allowed on the TCard

Collegiate Travel Planners - (CTP)

Hours: Monday-Friday, 8:00 am-6:00 pm ET

Phone: 833-620-0714 (toll free) - normal business hours and after-hours

Email: umd@ctptravelerservices.com - normal business hours only

Air/Rail Booking Fees: Online booking with Concur = \$3.50; Agent-assisted = \$25.00; International agent-assisted = \$27.00

Once the trip is complete.

- 1) The Traveler should log back into their Concur Account and submit a Travel Expense Report within 30 Days from their trip completion. See Concur Job Aid [Expense Report \(Single Employee\)](#) for details
- 2) Be sure to account for every expense related to your trip.
- 3) To process Per Diem [Daily Meal Per Diem](#) for details.
- 4) To provide receipts see Concur Job Add aid for [Android](#) and [iPhone](#)

For Special Cases see Concur Job Aids

- [No Cost Trip Requests](#)
- [Splitting Charges Across Multiple KFS Accounts](#)

Please visit Concur Help Center <https://purchase.umd.edu/travel/concur/concur-help-center> for helpful Job Aids, Support, Virtual Drop- In Center, and more.

Travelers should familiarize themselves with all UMD Travel Policies and Procedures. You can find links to these and FAQs here: [Travel Services - Concur | Procurement & Business Services \(umd.edu\)](#)

Please feel free to contact aetravel@umd.edu for additional questions or concerns.