



## FM Parking & Travel Services

The FM Human Resources unit provides support services to its employees in areas including Parking and Travel. The Transportation/Travel Coordinator is available to help with vehicle registrations, gate card requests and travel arrangements, i.e. conference registrations, hotel reservations and the purchase of airline tickets.

### **Primary Point of Contact for Parking/Travel:**

Stephanie Miller

1301 Service Building (#003), College Park, MD 20742

301-405-0087

[smatthew@fm.umd.edu](mailto:smatthew@fm.umd.edu)

## Travel Procedures for FM Employees

- **Planning and FM Approvals** - To make any travel arrangements, please complete a [Travel Profile Form](#) indicating your preferences for your travel. You must obtain approval from your immediate supervisor and your Director of their unit before submitting a travel profile form to the Travel Coordinator.
- **Campus Approval** - Your Director also has to approve your trip via the campus' Travel System by approving an electronic Travel Approval Request (TAR) that will be sent to him/her based upon your travel profile information. The Electronic Approval Request should be approved before you go on your business trip.
- **Confirmation** – Once all travel arrangements have been made, you will receive a travel itinerary a few weeks prior to your trip. The itinerary will include all travel confirmations and an Expense Statement for itemizing your expenses.
- **Air Tickets and Hotels** – These charges may be pre-paid by FM's corporate credit card. Since the Travel Coordinator can only pay for hotel room and tax charges, it is possible the hotel may ask you for another form of payment to pay for incidentals.
- **Rental Cars** – If a rental car is needed, please check the rental car box on the Travel Profile form as it must be pre-approved by your Director before it is reserved. FM's corporate credit card cannot pay for the rental car but can reserve it for you. You will have to pay for the rental car and seek reimbursement upon return from your trip. You must have a receipt in order to be reimbursed.
- **Reimbursement** – Upon return from your trip, an [Expense Statement](#) with reasonable receipts must be turned in to the Travel Coordinator to initiate the reimbursement process. The Expense Statement should be submitted immediately upon your return to work and within the same pay period of the trip, if possible.
- **Receipts** – Receipts are not needed for meals but are required for all other expenses. (For meal per diem rates go to: [Meal Reimbursement](#).) It is very important to get the hotel receipt upon check-out even if the hotel is paid for with FM's corporate credit card. All receipts, including the hotel receipt should be turned in with the Expense Statement.
- **Reimbursable Mileage** – You may be reimbursed for all official business mileage accumulated in a privately owned vehicle (POV) that is beyond the normal round trip mileage incurred from the employee's home to the permanently assigned office and back home again. In other words, if you leave your home and travel to a conference, training or meeting and back home, the employee must subtract their normal daily total commute miles to/from work from the total mileage of their trip. For additional information, please click on the link to view the University policy on POV mileage: [POV Mileage Reimbursement Policy](#).



## FM Procedures for Staff Parking, Gate cards and Parking Violation Review Requests:

- To park on campus, you must register your vehicle(s) in DOTS' Online Parking System and complete a Payroll Deduction Authorization Form. If you are a new employee, please see Stephanie Miller in the HR Office, located in room 1301 of the Service Bldg. If Stephanie Miller is unavailable, please see Jeanette Payne.
- If you are a current employee **with** an ARES login and need to make any changes and/or additions to your registered vehicle(s), you must click on the following link: <http://www.transportation.umd.edu/faculty.html>. If you are a current employee **without** an ARES login, you must call Robyn Lawson at ext. 47191 to make any changes and/or additions to your vehicle registration(s) and this can only be done between 8:15 a.m. – 4 p.m.
- Gate cards should be requested by your immediate supervisor via email to Stephanie Miller and the request should include the employee's name, reason for gate card request and the unit FRS Account. Gate cards cost \$10 and are charged to the employee's unit.
- To request a review of a parking violation notice, please visit the following website: <http://www.transportation.umd.edu/request.html>. If the website is down, the employee must go directly to DOTS to complete their parking violation review request via a written review or kiosk station.
- You are expected to return your gate card and complete a Payroll Deduction Authorization Form should you terminate your employment with the University. You can leave the completed Payroll Form with Stephanie Miller.
- If you have any questions, please call ext. 53214.