



UMB STUDENT TRAVEL AWARD REIMBURSEMENT GUIDE

If your expenses will relate to travel, your first step (**pre-departure**) is to visit

https://www.umb.edu/controller/travel_registry

International Travel

Pre-travel authorization is required for ALL travel (international or overnight, out-of-state domestic). You can request pre-travel approval through Concur and ensure approved travel information has been added to Healix Sentinel. The traveler's direct supervisor must sign the Forms. Additional requirements must be met when traveling to high-risk areas. A High-Risk Destination is any domestic or international country, region, province, or city designated by the Systemwide Travel Risk Management Advisory Committee (TARMAC) or a campus, as posing substantive health, safety, security risk to a University Traveler and/or the University. Additional guidelines can be found on the Controller's forms website.

[Travel Registry Forms - UMass Boston \(umb.edu\)](#)

Pre-Authorization Form

Please work with your department to complete the pre-travel authorization request in [Concur](#) before booking your travel.

Submission of Receipts

Paper receipts - Receipts must be provided for expenses. Receipts should have evidence of payment method (e.g. last four of credit card used, etc.); individual receipts smaller than 8.5"x11" sheet of paper need to be taped to an 8.5"x11" sheet of paper to ensure no receipts are lost in the process, and to facilitate scanning of the documents (please do not staple receipts); and If you are missing a receipt, please complete a CON-08 (Missing Receipt Affidavit) and submit with the reimbursement package.

Emailed Receipts – Please be sure to submit emailed receipts showing evidence of payment method (e.g., last four of the credit card used, etc.); if it does not show payment method, please provide your bank/credit card statement showing the item being withdrawn from your account.

Routing

All reimbursement forms with receipts shall be routed to **Alex C. Rae** - alexander.rae@umb.edu, the MGS Budget & Operations Manager, with a CC to the McCormack Director's Office of Student Success MGS-Doss@umb.edu. Final approval and processing will take place in the Controller's and Bursar's Offices. Reimbursements will be applied to your student account as a credit during the semester it is received. *Please note that this credit will reduce any outstanding balance owed if you have an open balance in your student account.* If it results in a credit balance, an excess payment will be made to you via the method indicated in your student account. If your request for reimbursement is made



JOHN W. MCCORMACK GRADUATE SCHOOL
OF POLICY AND GLOBAL STUDIES
COLLEGE OF LIBERAL ARTS
UNIVERSITY OF MASSACHUSETTS BOSTON

Office of the Director
100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617-287-5558
<https://www.umb.edu/mccormack/>

when you are not actively enrolled in a course, please contact **Alex** immediately to discuss other reimbursement processes.