

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 and registered in the university's travel registry (Terra Dotta) if international or overnight, out-of-state domestic. Forms must be signed by the traveler's direct supervisor and uploaded into the university's travel registry. Additional requirements must be met when traveling to high-risk areas, as determined by the U.S. State Department to be level 3 or 4, or student group travel. Additional guidelines can be found on the Controller's forms website. [Travel Registry Forms - UMass Boston \(umb.edu\)](#)

Pre-Authorization Form [Pre-Authorization Form \(umb.edu\)](#)

Terra Dotta <https://travelregistry.umasscs.net/>

For international or overnight, out-of-state travel, members must have completed the Terra Dotta registration prior to travel to be reimbursed. Please provide the Terra Dotta Summary page with your receipts.

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 that show evidence of payment method (e.g. last four of credit card used, etc.); if it does not show method of payment please provide your bank/credit card statement showing the item being withdrawn from your account.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 **Jamie Tull** - Jamie.Tull@umb.edu with a CC to McCormack Dean's Office Student Success Initiative MGS-Doss@umb.edu. Final approval and processing will take place in the Controller's Office and Bursar's Office. Reimbursements will be applied to your student account as a credit during the semester it is received in. Please note that if you have an open balance in your student account, this credit will reduce any outstanding balance owed. If it results in a credit balance, and excess payment will be made to you via the method you have indicated in your student account. If your request for reimbursement is made when you are not actively enrolled in a course, please contact **Jamie Tull** immediately to discuss other reimbursement processes.