

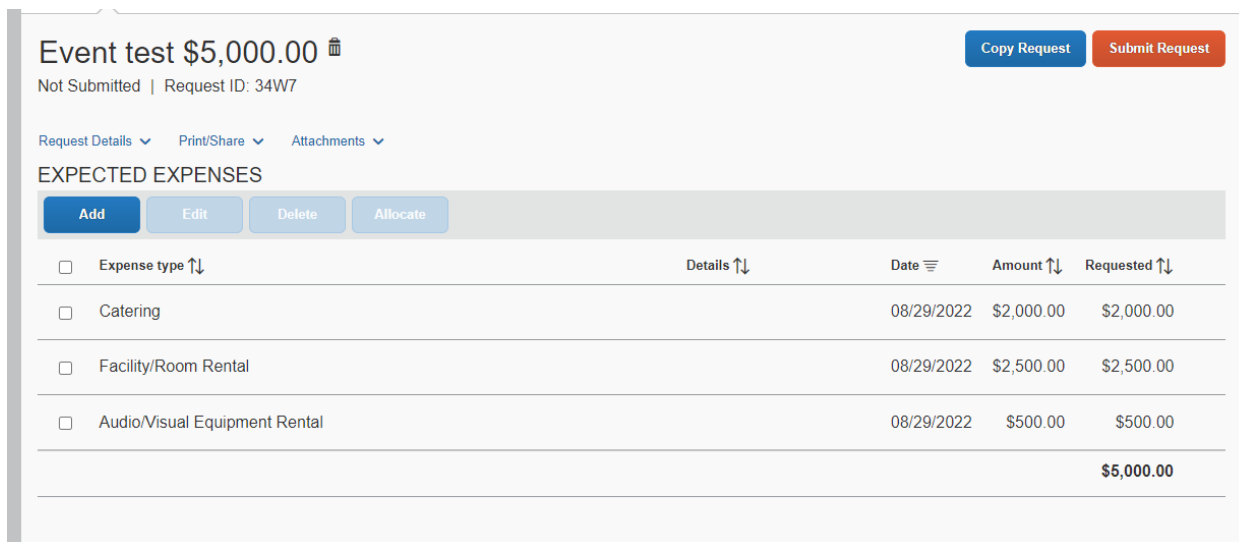
Contract process in Concur

Off campus contracts must be reviewed and signed by Travel & Card Services. Individuals outside of Procurement should **not sign** a contract that has terms and conditions.

When a contract is involved, a [UMD Event Request](#) should be created.

In the “Additional Information/Comments” section, include a note about the contract. For example “There is a contract with The Hotel for the event. Once approved, the contract will be routed to Travel & Card Services for review and signature”

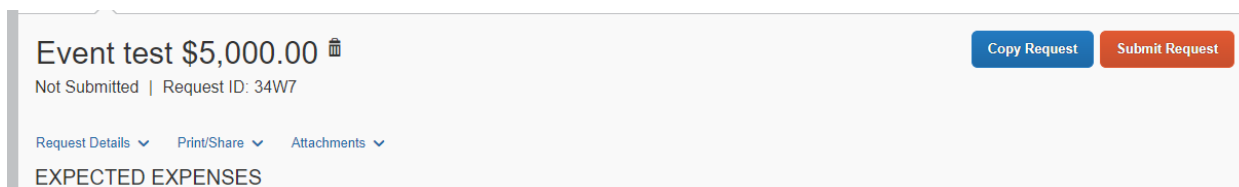
In the Expenses section, include all of the contract estimated costs. Verify the contract estimates match the request expenses before submitting for approval.



The screenshot shows the 'Event test \$5,000.00' page in Concur. It includes a 'Not Submitted' status, 'Request ID: 34W7', and buttons for 'Copy Request' and 'Submit Request'. Below the title are links for 'Request Details', 'Print/Share', and 'Attachments'. The 'EXPECTED EXPENSES' section has 'Add', 'Edit', 'Delete', and 'Allocate' buttons. A table lists three expense items: Catering (\$2,000.00), Facility/Room Rental (\$2,500.00), and Audio/Visual Equipment Rental (\$500.00), with a total of \$5,000.00.

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	Catering		08/29/2022	\$2,000.00	\$2,000.00
<input type="checkbox"/>	Facility/Room Rental		08/29/2022	\$2,500.00	\$2,500.00
<input type="checkbox"/>	Audio/Visual Equipment Rental		08/29/2022	\$500.00	\$500.00
					\$5,000.00

Add a copy of the unsigned contract to the “Attachments” section before submitting the request.



This screenshot is identical to the previous one, showing the 'Event test \$5,000.00' page. The 'Attachments' link is highlighted, indicating where the unsigned contract should be added before submission.

Once the Request has been approved, email the contract and Concur request ID to Travel & Card Services at travel@umd.edu. Please allow up to 2 weeks for the contract to be completed.

A copy of the signed contract should be attached to the UMD Event Request and UMD Event Expense Report for reference and auditing purposes.

Approvers, please do not approve without reviewing the Contract to ensure all costs have been allocated.

