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.

![Event Request with Expenses](#)

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

![Copy of Unsigned Contract](#)

Once the Request has been approved, email the contract and Concur request ID to Travel & Card Services at [travel@umd.edu](mailto: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.