

New Time Savers from Business Services:

1. If you are making travel arrangements through one of the University's contracted travel agencies, please make the travel reservations and then submit the E-Travel Form within 24 hours.
2. Effective immediately, departments no longer need to send copies of Universal Vouchers and Invoices when submitting them for payment. However, we still need copies of the Travel Expense Statements and Working Fund Check Requests, along with copies of the supporting documentation.
3. When calling Business Services (Accounts Payable), please use the main phone number of 410-455-3638 (X53638). We have instituted a new call processing system and I need to see if it is working effectively. If you call the main number and don't receive a timely response, kindly e-mail me at limiller@umbc.edu.

Thank You,

Linda S. Miller
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410-455-3288 (phone)
410-455-1068 (fax)