

ME BUSINESS OFFICE



Penny Komsat

Business Manager

skomsat@umd.edu

301-405-5242



Yiting Duan

Accounting Associate

yduan@umd.edu

301-405-5297

All purchases need to be approved by a Faculty advisor.

[Procurement Information](#)

Current electronic submission system



New system launching soon





Lita Brown

Business Manager

lbrown@umd.edu

301-405-5303

Prior to traveling, you must submit a [Travel Approval Form](#). It is important that you allow at least 2 business days for processing and complete the form in its entirety so it can be processed efficiently.

[Travel Information](#)

We encourage all traveler's to utilize the ME Business Office so we can help pre-pay for large travel expense (i.e. airfare, hotel, registration fees)

Email: metravel@umd.edu

Additional Questions or Concerns

Please feel free to contact me directly



Nikki Morris
Associate Director
301.405.2097
nkola@umd.edu