I. Purpose

To define the payment, by the university, of additional travel expenses other than transportation, lodging, and meals.

II. Scope

Applies to all university departments and activities. Travel by non-state employees requires a Travel Authorization form. Non-state employees are bound by the same statutory reimbursement regulations, documentation requirements, and other conditions as state employees unless otherwise indicated.

III. Policy

A. General Statement

1. Official travel for the university may result in other expenses in addition to transportation, lodging, and meals. Anticipated other expenses must be authorized on the Travel Authorization form. Reimbursement is limited to personal costs incurred by the employee making the claim. All documents substantiating travel shall be on file with the University Travel Office. Original receipts and/or written statements must be attached to the Travel Reimbursement form before forwarding to the Travel Office for reimbursement.

2. The additional travel expenses the university will pay include, but are not limited to, registration fees, official phone calls, official internet access costs,
baggage handling, airline checked baggage fees, and required miscellaneous expenditures.

B. Employee Responsibility

An employee traveling on official university business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

IV. Procedures

Registration fees and other travel expenses will be recorded on the Travel Authorization form and the Travel Reimbursement form, each of which can be found at the UBusiness web page (see above under ‘Related Link’). Expenses incurred for personal use such as the cost of laundry, entertainment, alcoholic beverages, or other snacks and refreshments are not reimbursable.

A. Registration Fees.

University faculty and staff members are entitled to reimbursement of registration fees for functions of university interest. Registration fees must be authorized by the departmental Budget Manager on the Travel Authorization. Requests must be accompanied by a receipt or a copy of a brochure, fee schedules, or other materials listing the costs included in the registration fee. Additional justification may be required by the approving authority. It is the responsibility of the university and the employee to ensure that any meals included in registration fees are not claimed in the daily meal allowance. The university will not pay for activities that are not business-related (examples: tours, social activities). Knowingly filing a reimbursement for unrelated items included in registration fees is against university policy.

1. Registration Fees Paid in Advance by a Check Request.

Registration fees can be paid prior to travel by a University Check Request with an approved Travel Authorization in E-Travel. The department must attach a completed copy of the registration form and/or brochure plus a copy for mailing with the payment to the E-Travel Prepaid Registration Check Request form. If the Traveler chooses to prepay the registration fee himself, he will not be reimbursed until after he returns from the trip and submits his total travel reimbursement request.

2. Registration Fees Paid in Advance using the Visa Travel Card.
Registration fees can be paid using the Faculty/Staff UNCW Visa Travel Card prior to the travel for the employee only. A Travel Authorization must have been completed and approved in E-Travel prior to making a charge on the card. The card admin must reconcile the transactions in the Travel Card System and submit the Registration form with the monthly statement.

3. Registration Fees to be reimbursed

Registration fees paid by the traveler and claimed on the Travel Reimbursement must have the registration receipt attached to the Travel Reimbursement form.

4. Tuition Fees.

Registration fees are distinguished from tuition fees in that registration is a "travel expense," and tuition fees are educational expenses which are to be charged to a tuition or education expense. Tuition Fees are not normally reimbursed through the Travel Office.

B. Phone Calls.

Official phone calls are reimbursable under "Other Expenses." Receipts or copies of telephone bills must be attached to the Travel Reimbursement form. Calls over three dollars ($3.00) must be identified as to the point of origin and destination.

1. Allowable Personal Calls.

An employee in travel status for three or more consecutive days in a week is allowed one personal long distance telephone call per week for which reimbursement to the employee may not exceed $3.00 for in-state calls or $5.00 for out-of-state calls. These allowable personal calls are not required to be of an emergency nature as determined by the department.

2. Emergency Calls.

A personal long distance call may be reimbursed if such a call is of an emergency nature as determined by the department. An example may be a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

C. Tips

1. Baggage Handling.
Reasonable amounts for handling baggage at common carrier terminals and for handling baggage when arriving or departing from the place of lodging are allowed. They must be itemized under "Other Expenses" on the Travel Reimbursement.

2. Tips and Gratuities.

Tips and gratuities paid in connection with taxi and limousine services should be included with the actual service cost. Tips for other hotel services including room/maid service and valet parking are not reimbursable. Tips for meals are included in the per diem and are not a reimbursable expense.

D. Internet Connection Fees

Employees traveling on Official University Business and require an internet connection must use the most efficient manner available and include the written business purpose when submitting the reimbursement for these charges.

E. Expenses Incurred for Obtaining a Passport.

Costs incurred to obtain or renew a passport may be reimbursed to an employee who, in the regular course of his or her duties, is required to travel overseas in the furtherance of official state business. Passport expenses are reimbursable when foreign travel expenses are approved by the Chancellor or appropriate Vice Chancellor on the Travel Authorization form. Passport expenses are chargeable to the same fund that supports the employee's trip.

F. Baggage Fee

Reimbursement for baggage fees will be allowed and must be itemized under “Other Expenses” on the Travel Reimbursement form. Receipt from airline is required for reimbursement.