



05.182

## Travel Reimbursements

<b>Authority:</b>	Vice Chancellor of Business Affairs
<b>History:</b>	Effective January 1, 1998; updated November 30, 1998; updated February 1, 2007; updated November 20, 2008; updated July 15, 2009; supersedes former Administration Policy No. TRA1.16, "Travel Reimbursements"
<b>Source of Authority:</b>	Office of State Budget and Management
<b>Related Links:</b>	Appendix A 'Rate Table – Transportation, Lodging and Meals; UBusiness
<b>Responsible Office:</b>	Accounting Department

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### I. Purpose

Explains policy and procedures for the reimbursement of travel costs.

### II. Scope

Applies to all university departments or activities.

### III. Policy

#### A. General Policy Statement

1. The university reimburses travel expenses in accordance with the regulations of the State of North Carolina Office of State Budget and Management.
2. Reimbursement is limited to personal out-of-pocket costs and allowances incurred while on authorized university business by the individual making the claim.
3. Travel by non-state employees does require a Travel Authorization form for reimbursement. (Forms can be found at UBusiness; link is found above at 'Related Links'.)
4. Non-state employees are bound by the same statutory reimbursement regulations, documentation requirements, and other conditions as state employees unless otherwise indicated.

5. Only one travel reimbursement will be completed per travel. The travel will not be re-opened once we process the reimbursement for further reimbursements.

## B. Approval of Travel Reimbursement Requests

### 1. Department Head/Chair Approval

For travel costs to be reimbursed, the appropriate Travel Reimbursement form must be approved by the department head or chairperson having budget authority for the university fund(s) providing funds for the reimbursement. Additional approvals are required as indicated below

### 2. Supervisor Approval (Only for State Employee Travel)

Approval of the traveler's immediate supervisor is required.

### 3. Other Approvals

- a. Additional approvals may be required as follows:

- 1) There are special departmental or divisional approval requirements.
- 2) Travel costs are split between two or more university six-digit funds.

- b. For travel outside the contiguous United States: Approval of the Chancellor or the appropriate Vice Chancellor is required on the reimbursement request if foreign travel (travel outside the contiguous United States including travel to Alaska and Hawaii) is involved.
- c. For travel outside the contiguous United States: Approval by the Grant Officer is required for travel reimbursements using grant funds.

## C. Timely Submittal of Travel Reimbursement Requests

The Travel Reimbursement must be submitted to the Accounting Department within the designated time limits after the travel period ends. (See Procedures below.) Failure to submit the reimbursement request in the designated time period will result in rejection of the reimbursement request.

## D. Documentation Substantiating Travel Reimbursements

All documents substantiating travel shall be on file with the university Accounting Department. Original receipts and/or written statements are required to be attached to the Travel Reimbursement before forwarding to Accounting for reimbursement.

## **IV. Procedures**

### **A. Submittal of Reimbursement Requests**

1. Complete the appropriate Travel Reimbursement form.
2. On Travel Reimbursement form reference the Travel Authorization covering the trip.
3. Do not include on the Travel Reimbursement such items as registrations paid by a check request and airline tickets processed with a purchase order, as these items are not out-of-pocket costs
4. Do include a travel advance given to employee.
5. Attach required original receipts or other appropriate documentation as specified below.
6. Obtain required approvals and submit the Travel Reimbursement to Travel Department within the time limits below.

### **B. Time Limits for Submittal**

1. Submit reimbursement requests for repetitive local travel by the tenth of the succeeding month for the prior month's travel.
2. Submit reimbursement requests at fiscal year end (June 30) by deadline notice given each year.
3. Submit all other reimbursement requests within 30 days following the return date of the trip.

### **C. Required Documentation**

Attach required original receipts or written statements (as indicated below) to the Travel Reimbursement before forwarding to the Travel Department.

1. Air Transportation
  - a. Justification for use of Super Saver when it extends the duration of the trip.
  - b. Justification (approved in writing by the Chancellor) if first-class airline accommodations must be used in exceptional circumstances rather than air coach/tourist class.

## 2. Ground Transportation

- a. Original receipt for required repairs when driving a state car.
- b. Justification for deviations from reasonably expected mileage.
- c. Original receipt for limousine or taxi (one-way trip at destination).
- d. Original receipt for airport limousine (one round trip between campus and airline terminal at point of departure).
- e. Justification for use of common carrier or public transportation when a state car or private car is used.
- f. Original receipt for rental car showing a zero balance.
- g. Original of the signed Vehicle Request and Invoice documenting the non-availability of a state-owned vehicle must be attached when requesting reimbursement for the following:
  - 1) The higher rate for use of a private car when other criteria listed in Appendix A are not met; Appendix A link is posted above in 'Related Links'.
  - 2) A rental car that was picked up in the Wilmington area.
- h. Justification for use of a taxi in an emergency for inter-city transportation.
- i. Original receipt for airport parking. Airport parking in excess of 96 hours may be reimbursed in unusual circumstances if documented on the Travel Authorization form.
- j. Original receipt for tolls, miscellaneous parking, and storage fees, etc. in excess of \$3.00 per day.

## 3. Meals and Lodging

- a. Original itemized receipt from commercial lodging establishment.
- b. Indicate actual departure and arrival dates and times to document meal and lodging eligibility.

## 4. Other Expenses

- a. Original receipt is required for registration if claimed on Travel Reimbursement form rather than a check request having been prepared.

- b. Receipt or copy of telephone bill for telephone calls. Calls over \$3.00 must be identified as to point of origin and destination.
- c. Internet fees/connection fees require original receipt and explanation of business purpose for usage.

#### D. Travel Advances for Team/Student Group Travel

Indicate any travel advances issued on the Travel Reimbursement form. Travel advances are not provided to non-state employees.

1. Travel Advances Less Than Actual Trip Expenses
  - a. Subtract the travel advance from total travel costs. Indicate the difference in the "Reimbursement Due Payee" section of the Travel Reimbursement.
  - b. Travel will issue a payment to the employee for the difference between the actual trip costs and the amount of the travel advance check.
2. Travel Advances in Excess of Actual Trip Expenses
  - a. Subtract the travel advance from total travel costs. Indicate a negative figure in the "Reimbursement Due Payee" section of the Travel Reimbursement.
  - b. The state employee must reimburse the university by for the difference between the actual trip costs and the amount of the travel advance.
  - c. Attach the employee's reimbursement check and the required documentation to the Travel Reimbursement and deliver to the Travel Department. Checks are not to be sent in campus mail.
  - d. Travel Department will deposit the check back to the originally charged fund and account (your department funds).
3. Advances Equal to Actual Trip Expenses
  - a. Prepare a Travel Reimbursement with the proper documentation (receipts, etc.) and signatures.
  - b. Forward the Travel Reimbursement to Travel Department, and attach a copy of your original advance payment as supporting documentation.