Travel Documentation Standards

05.188

Authority: Vice Chancellor for Business Affairs

History: Effective February 1, 2007; updated November 20, 2008; updated July 15, 2009; supersedes former Administration Policy No. TRA1.18, “Travel Documentation Standards”

Source of Authority: Office of State Budget and Management

Related Links: Foreign Currency Conversion Site; Appendix A Rate Table; Transportation, Lodging and Meals

Responsible Office: Accounting Department

I. Purpose

Explains policy and procedures regarding travel documentation standards required to be reimbursed for official university travel.

II. Scope

Applies to all university departments and activities.

III. Policy

A. General

1. All receipts must be in traveler’s name.

2. Receipts in foreign currency must be converted to US dollars (using the site located above in ‘Related Links’) and proof of conversion attached.

3. All receipts smaller than one half of a sheet of paper must have their edges fully taped to a white 8 ½ x 11 sheet of paper.

4. All documents are subject to review and scrutiny by Travel Office staff.

5. A written explanation of any unusual circumstances should be attached to the check request when submitted for approval by Travel Office.

B. Transportation

1. Airfare
a. Proof of purchase (original ticket or eTicket) including flight itinerary, traveler’s name, name of person who purchased the ticket is required for reimbursement.

b. The ticket must be Coach Class unless prior written approval from the Chancellor is attached to payment request.

c. If original tickets/eTickets are not available, an original credit card statement showing purchase of the ticket and the flight itinerary may be substituted.

d. Baggage Charges will be reimbursed if you have the original receipt showing charge and number of bags.

2. Ground

a. Only actual business mileage from Point A to Point B will be reimbursed. Mileage over this amount requires written explanation of the business purpose.

b. Mileage will be calculated from the traveler’s duty station or home, whichever is closer.

c. Mileage reimbursement for personal excursions will not be given. Personal excursions include meals while in travel status.

d. Receipts for taxis/limousines/shuttles are required for reimbursement.

e. If taxi/bus/train/subway expense is claimed for travel other than to/from airport, a written explanation of the business purpose of the expense must be included.

f. Bus/taxi/limousine/shuttle expenses require original receipts.

g. Train expenses require original receipts.

h. Rental vehicles require original paid receipts showing zero balance due. (UNCW employees are covered by UNCW’s insurance if on official business. Additional insurance is not reimbursable.)

i. If an original paid receipt from the vehicle rental agency is not available, a faxed copy of the paid receipt from the rental agency may be substituted, with an attached written explanation from the traveler as to why the fax was necessary.
j. State contracted rental agencies are to be used if possible. (If a state rental agency is not available, additional insurance may be reimbursable.)

k. Motor fleet is to be used whenever possible or the traveler will be reimbursed at the lower of either the IRS rate or the rate set forth in the Rate Table for use of a personal vehicle (for a link to the Appendix A Rate Table see the ‘Related Link’ section above).

l. Parking and tolls over $3.00 total per day require paid receipts.

m. Reimbursement for gas is allowable if gas is less than mileage would be for the same trip.

n. Gas receipts must show price per gallon and number of gallons purchased.

o. Mileage logs must be original not faxed or copied.

p. Courtesy car mileage will be reimbursed at the per mile rate set forth in the Appendix A Rate Table (see above).

1) Original courtesy car mileage logs are to be sent with the reimbursement check request to the Travel Office.

2) A copy of the courtesy car mileage log is to be sent each month to Financial Accounting.

C. Lodging

1. Reimbursement for lodging can be made only after the travel occurs.

2. Original, itemized, paid receipt (0 balance) from a commercial lodging establishment showing the cost of the room and taxes per night is required for reimbursement.

3. If an original paid receipt from the commercial lodging establishment is not available, a faxed copy of the paid receipt from the lodging establishment may be substituted, with an attached written explanation from the traveler as to why the fax was necessary.

4. Lodging booked online through a third party vendor (ie Orbitz, Travelocity)

a. Reimbursement for online purchases can be made only after travel occurs.

b. Original online receipt confirming reservation and showing payment, the cost of the room each night and taxes, the number of nights and number of guests is required for reimbursement.
c. Receipts are not normally given by the commercial lodging establishment except for other expenses billed directly such as internet connection fees, phone calls, etc. If these expenses are to be claimed by the traveler, the original receipt from the lodging establishment must be submitted.

D. Registration

1. Original receipt showing payment of the registration fee, any additional expenses, and the traveler’s name is required for reimbursement.

2. Web receipts are acceptable if they include the same information as above and the name of the organization that received the payment.

3. If an original paid receipt for the registration is not available, a faxed copy of the receipt from the conference with a written explanation from the traveler as to why the fax was necessary.