



Appendix B - Definition of Terms

Authority:	Vice Chancellor of Business Affairs
History:	Effective June 1, 1990; updated November 15, 1991; updated February 1, 2007; updated November 20, 2008; updated July 15, 2009; supersedes former Administration Policy No. TRA 1.11 – 1.20 and 05.185, “Appendix C Definition of Terms”
Source of Authority:	Office of State Budget and Management
Related Links:	
Responsible Office:	Accounting Department

For purposes of these travel regulations, UNCW Policies 05.176, 05.177, 07.178, 05.179, 05.180, 05.181, 05.182, 05.183, 05.187, and 05.188, the following definitions apply:

- 1) **Agency**: Any state agency, department, institution, commission, or other organization operating from funds deposited with the State Treasurer.
- 2) **Common Carrier**: Commercial schedule airplane, rail, and bus.
- 3) **Conference**: A formal gathering for the purpose of conducting business and exchanging information. Registration fees may be paid for such meetings.
- 4) **Department Institution or Agency Head**: State employees who are elected by the people or appointed by the Governor, the president of the University of North Carolina, the chancellors of the constituent institutions of the University, and the president of the Community College System.
- 5) **Duty Station**: The job location at which an employee spends the majority of his/her working hours. For an employee in a travel status the majority of the time, duty station may be either his/her home or office.
- 6) **In-State Travel**: Travel destination is within the borders of North Carolina.
- 7) **Institute**: A formal gathering for the purpose of training and instruction. Tuition fees may be paid for instructional costs incurred in such meetings.
- 8) **Motor Fleet Rate**: The most common rate charged for a Motor Fleet vehicle.
- 9) **Non-State Employees**: Examples of non-state employees include, but are not limited to, the following:
 - (a) A **consultant** or **contractor** not paid through our payroll system.
 - (b) A professional person (not on the state payroll) to whom an honorarium is paid.

- (c) An **employee of another governmental jurisdiction** (local or federal) in whose travel the state may have a business interest.
 - (d) A **prospective employee**.
 - (e) A **student** (not on our payroll) in a state public college or university.
 - (f) An **attendant** for a handicapped employee.
- 10) **Other Travel Expenses**: Costs incurred while in travel status for services and/or goods other than for transportation, lodging, meals, and registration fees. Other travel expenses include telephone charges, internet access costs, supplies, baggage handling gratuities, and other appropriate items.
- 11) **Out-of-Country Travel**: Travel destination is anywhere (including Alaska and Hawaii) not included in the definitions for in-state or out-of-state travel.
- 12) **Out -of-State Travel**: Travel destination is outside the borders of North Carolina but within the continental United States.
- 13) **Senior Manager**: Senior Managers include Special Assistants or Assistant to the Chancellor, Assistant or Associate Vice Chancellors, Academic Deans, and Academic Assistant or Associate Deans.
- 14) **Senior Officer**: Senior Officers include all Vice Chancellors and the Chancellor.
- 15) **State Employee**: Any employee, whether temporary or permanent, who is paid a salary or a wage on a state payroll.
- 16) **State Funds**: Any funds deposited with the State Treasurer, subject to the Executive Budget Act whether derived from appropriations or agency receipts.
- 17) **Transportation**: All activities involving expenses for transportation. Transportation expenses are categorized on the Travel Authorization and Travel Reimbursement as follows:
- (a) **Transportation-Air**
Costs of proceeding from one place to another place via air transportation while in travel status.
 - (b) **Transportation-Ground**
Costs of proceeding from one place to another via ground transportation while in travel status. Includes:
 1. All modes of ground transportation (private or state automobiles, taxi, bus, train, rental automobiles, airport limousine, subway, and any other ground transportation mode)
 2. Parking fees, toll fees, and taxicab gratuities
 - (c) **Transportation-Water**
Costs of proceeding from one place to another via water transportation while in travel status.

- 18) **Travel Mileage:** Mileage will be recorded as actual mileage from the point of departure or duty station (whichever is closer) on the reimbursement form.
- 19) **Travel Period:** The time the traveler is in travel status for University Business. Travel status begins with the actual time and date of departure and ends with the actual time and date the traveler returns.
- 20) **Prudent:** Conduct that reflects careful, discreet economical expenditure of department funds when on University Business.