Tips for Trips

To access E-Travel sign onto UBusiness (https://busaff.uncw.edu/ubusiness/login.cfm)

THE INS AND OUTS OF TRAVEL

- **Receipts** (lodging, transportation, registration, etc.)
  1. All small receipts or documents **must** be taped onto an 8 1/2 x 11 sheet of white paper.
  2. Any exceptions or unusual activity requires explanation.

- **Check or reimbursement request** must answer the following questions.
  1. **Who** is the traveler?
  2. **What** is the purpose of the travel?
  3. **When** is the travel happening?
  4. **Where** is the person traveling?
  5. **How** is the person traveling?

- **Foreign travel** (including Hawaii and Alaska)
  1. Vice Chancellor or Senior Officer approval required **before** traveling.
  2. City and Country fields **must** be completed.
  3. FX Converter web site for converting foreign currency to US dollar
     www.oanda.com/converter/classic

- **Blanket Travel**
  1. One blanket authorization for each university employee only
  2. One blanket authorization for each university department only.

- **Meal Reimbursement**
  1. Breakfast must depart before 6:00 am ($8.30)
  2. Lunch must depart before 10:00 am ($10.90)
    - No lunch on one day trips.
  3. Dinner must depart before 5:00pm or return after 8:00pm ($18.70 in state, $21.30 out of state)

- **Personal Vehicle Reimbursement**
  1. Reimbursement rate of .575 per mile

- **Checks** are printed every Wednesday
  1. Request must be **received** by Friday, 10:45 a.m. for the check to be issued the following Friday.
  2. All employee checks will be direct deposit. All others will be mailed to the department.
  3. In order for the travel office to meet these deadlines please provide written explanation for any extenuating/unusual circumstances and ensure all small receipts are taped to full white page.

E-Travel training is offered online with the E-Travel and Skillport Tutorials, as well as classroom training.

Any questions or assistance needed, please contact the Travel Office Staff:

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