Travel - Registration Fees and Other Travel Expenses

Authority: Vice Chancellor for Business Affairs

History: Effective July 1, 2005; updated July 1, 2006; updated November 20, 2008; updated July 15, 2009; updated March 1, 2014; updated November 1, 2017 supersedes former Administration Policy No. TRA1.15, “Travel – Registration Fees and Other Travel Expenses”

Source of Authority: Office State Budget and Management

Related Links: UBusiness

Responsible Office: Controller’s Office/Disbursements

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 state and non-state employees requires a Pre-Approval in Chrome River. 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 Pre-Approval in Chrome River. Reimbursement is limited to personal costs incurred by the employee making the claim. All documents substantiating travel shall be on file with the Disbursements Office. Original receipts and/or written statements must be uploaded to the Travel Expense Report in Chrome River as part of the supporting documentation of the expense report.

2. Additional travel expenses the university may 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 Pre-Approval and the Travel Expense Report in Chrome River, which can be found at MySeaport under the Admin Services tab. Expenses incurred for personal items such as 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 Authority on the Travel Pre-Approval. Requests must be accompanied by a receipt or a copy of a brochure, fee schedule, 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 already included in registration fees is against university policy.

1. **Registration Fees Paid in Advance by a Travel Expense Report**
Registration fees can be paid prior to travel by a University Check Request with an approved Travel Pre-Approval in Chrome River. The department must upload a completed copy of the registration form and/or brochure in Chrome River Expense Report. If the Traveler needs the registration form sent with the check, the Enclosure code must be selected on the Expense Report as an Attachment in Chrome River. 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 Expense Report in Chrome River.

2. **Registration Fees Paid in Advance using the Visa Travel Card**
Registration fees can be paid for the employee only using the Faculty/Staff UNCW Visa Travel Card prior to the travel. A Travel Pre-Approval must be completed and approved in Chrome River prior to making a charge on the card. The traveler or delegate must reconcile the transactions and add them to the Travel Expense Report in Chrome River.

3. **Registration Fees to be reimbursed**
   Registration fees paid by the traveler and claimed on the Travel Expense Report must have the registration receipt uploaded to the Travel Expense Report in Chrome River.

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.

**B. Phone Calls**
Official phone calls are reimbursable under "Other Expenses." Receipts or copies of telephone bills must be uploaded to the Travel Expense Report. 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 as "Other Expenses" on the Travel Expense Report in Chrome River.

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 Wifi Connection Fees**
Employees traveling on Official University Business that 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 for official state business. Passport expenses are reimbursable when foreign travel expenses are approved by the Chancellor or appropriate Vice Chancellor on the Travel Pre-Approval in Chrome River. Passport expenses can be charged to the same fund that supports the employee's trip.

F. **Baggage Fees**
Reimbursement for baggage fees will be allowed and must be itemized as Baggage Fee under the mosaic Airfare tile on the Travel Expense Report in Chrome River. A receipt from the airline is required for reimbursement.