

CABS (Central Airfare Billing Systems): To Book Travel Airfare for UNC Employees and Non-Affiliates*

Applicable Ranks: Faculty, Students, Staff

Training to use the CABS and Web Travel applications is available at:

<http://finance.unc.edu/finance-division/training/training-overview.html>

Travel Policies website: <http://financepolicy.unc.edu/Document/results?ssCatId=30>

Step	Action	Responsible Person	Time Estimate
1	<p>Information required:</p> <ul style="list-style-type: none"> • Signed Travel Form, if a UNC employee. Prior approval is required for all foreign travel and travel on non-grant funds. Submit completed travel form to Matt Rivenbark, jmrviven@unc.edu (see attached Travel Form). • PID if a UNC employee, W-9 if a non-affiliate. Use this information to ascertain whether traveler has been entered into the university's vendor database. If the traveler is not in the university's vendor database, enter into the vendor database (may require a day to process). • Desired itinerary (departure-destination airport, dates/times for departure and return, approx. total cost of airfare). This information can be acquired from one of the online travel sites such as Expedia, directly from an airline website or from one of the university preferred travel vendors found at: Finance - Travel Services - Central Airfare Billing System (CABS). Other mandatory information needed: the name of the traveler exactly as it appears on his/her government ID, date of birth, and gender. 	Divisional Administrative Support or Executive Assistant	1 day
2	<p>Create a T number (travel authorization number) If traveler is a non-affiliate, call Travel Services and get a T number: 962-0213 or travel_team@unc.edu¹</p> <p>If traveler is a UNC employee, create T number in FRED (<i>Flexible Routing Electronic Document</i>) through your <i>Inbox</i> in <i>Finance Central</i></p>	Divisional Administrative Support or Executive Assistant	Same day
3	<p>Create CABS Once T number is created or acquired, go to the Main Menu of Finance Central, choose <i>Central Airfare Billing System</i> and click on the <i>Create</i> tab. Answer the required questions. Enter information requested in the <i>CABS</i> form and complete by clicking the <i>Validate and Save</i> button. Please estimate air fare \$100-\$200 over the airfare quote acquired in STEP 1.</p>	Administrative Support or Executive Assistant	Same day

Updated: September 20, 2016

Step	Action	Responsible Person	Time Estimate
4	Get CABS Approved Send an email directly to the division's accounting technician ² with the name of the Division, PI, and the word URGENT – CABS Approval T# provided in the subject line.	Administrative Support or Executive Assistant	Same day if submitted by 2:00 PM
5	The Accounting Technician should approve the CABS, create the encumbrance, and reply that request has been completed.	Accounting Tech	Same day
6	Book the ticket Contact one of the university approved travel agents (see website in Step 1 for list of preferred vendors) to book the ticket.	Administrative Support or Executive Assistant	Same day

Please note: Should the airfare increase by more than 20% over the estimate, the CABS will need to be redone. It is advisable that travel requests be made well in advance of travel to avoid the typical fare hikes that occur as the travel date approaches.

*If airfare exceeds \$600 for a non-UNC employee, send a printout of the CABS and receipt for air travel to Steve Vance in Disbursement Services (stvance@email.unc.edu) so that it will not be considered taxable income.

¹It may be desirable to request several T#s to have ready for upcoming travel.

²If the accounting technician is out of the office, please submit to Matt Rivenbark jmriven@unc.edu

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