

Travel Reimbursement: Creating a Reimbursement of Travel Expenses (UNC Employees)*

Applicable Ranks: Faculty, Students, Staff**

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

Step	Action	Responsible Person	Time Period
1	<p>Gather the following: Completed Travel Form</p> <ul style="list-style-type: none"> ○ Original receipts detailing charges incurred while traveling ○ Documentation indicating prior approval (for travel on non-grant accounts or <u>all</u> foreign travel is required) ○ Further justification for unusual travel circumstances (i.e., use of private vehicle, rental car, sharing accommodations or other travel expenses) <p>Traveler is responsible for acquiring and submitting receipts for expenses (see attached Policy for Allowable Expenses and Documentation).</p>	Divisional Administrative Support	Within two weeks from return
2	<p>Create Web Travel document for routing Web Travel Document is created using the information provided from Step 1. If registration was prepaid, the same web travel document should be used.</p>	Executive Assistant/ Divisional Admin Support	2 business days
3	<p>Print document and obtain signature The document is printed and all receipts are affixed to letter-sized paper so that they can be readily faxed. Signature of traveler is obtained on the bar code page and the entire document with receipts is submitted to the appropriate accounting technician. A copy of the travel document should be retained in the division’s file for reference.</p>	Executive Assistant/Divisional Admin Support	
4	<p>Submit Web Travel document Review Web Travel document, ensure that proper funding is available in FRS and that the correct account is being used. Approve document and route to Travel Services to be approved, vouchered, and paid.</p>	Accounting Tech	1 day
5	Track the web travel through Inbox to ensure reimbursement has been completed.	Executive Assistant/Divisional Admin Support	1 week

Please Note:

In Step #2: If the traveler’s PID is entered and an error is received that says “Valid PID but not Valid Vendor”, the Traveler will need to be entered into the Web Vendor system before continuing with remaining steps.

*Non-Employees are reimbursed with a check request. University travel policies and per diem limits apply to non-employees as well, so it is advisable to inform them when travel arrangements are planned.

**Training for divisional administrative support personnel to use the Web Travel application is available at:
<http://finance.unc.edu/finance-division/training/training-overview.html>

Questions should be directed to Travel Services:
962-0213 or travel_team@unc.edu

Related Data Item 1308.1.1rd

As related to Policy 1308, Travel Expenses

Reference List of Travel Expenses

Effective Date: May 7, 2001

Last Modified Date: November 1, 2011

This list details, but does not limit, the types of travel expenses to be included in expense categories for subsistence, transportation, and other expenses.

Expense Type	Policy for Reimbursement
<p style="text-align: center;"><i>Subsistence</i></p> <p style="text-align: center;">reimbursable if incurred <u>at least 35 miles</u> from the employee's home or duty station, whichever is less</p>	
<p>Lodging expenses, including</p> <ul style="list-style-type: none">• Room or suite (written justification required for suite)• Service charge• Lock box, if billed and not requested• Tax	<p>Paid receipt from commercial lodging establishment required</p> <p>Must be paid by traveler and reimbursed</p> <p>Do not include on a master bill</p>
<p>Conference packages (airfare, lodging, and meals) <u>Not recommended</u></p>	<p>Conference agents receipt. Not allowed if contract or grant funds. Documentation must be provided comparing the cost of the bundled travel package to the combined cost of the same travel services purchased separately and within allowable travel limits, and the bundle must be the less expensive of the two alternatives.</p>
<p>Federal Register rate in lieu of lodging and meals, if provided for in Federal</p>	<p>No receipt required, contact OSR for specific regulations</p>

Expense Type	Policy for Reimbursement
contract or grant	
Meals, including tips <ul style="list-style-type: none"> • \$36.35 daily in-state • \$38.75 daily out-of-state • Lunch will not be reimbursed, in- or out-of-state, unless the trip requires an overnight stay • Separate reimbursement not allowed if included in registration 	No receipt required
<i>Transportation</i>	
Airfare, bus, train, ship Note: Federal contracts and grants require use of U.S.-flagged carriers when leaving or returning to continental U.S.	Original ticket or electronic ticket receipt if ticket not purchased via CABS
Mileage between duty station and airline terminal	No receipt required
Travel from airline terminal to destination and return	Receipt required if over \$20.00
Taxi or limousine, including tips	Receipt required if over \$20.00
Rental cars—actual expense excluding insurance and collision damage waiver (see Policy 1314)	Receipt required and statement of justification
Private plane—actual expense if (1) less than cost of regularly scheduled airline flight; (2) regularly scheduled airline flight	Receipt required and statement of justification

Expense Type	Policy for Reimbursement
not feasible or available; or (3) less than private car at statutory rate, including additional lodging and meals required by longer travel period	
<i>Other</i>	
Registration (The costs of tours, entertainment, and social activities are generally not reimbursable and, if included in the registration fee, must be subtracted)	A copy of brochures, fee schedules, or other material listing the amount and various elements of cost is required
Telephone—business, emergency, or personal	Receipt required if greater than \$3.00 for in-state or \$5.00 for out-of-state call
Tips for handling baggage at common carrier terminals, or at place of lodging. Tips for room service, valet, and other hotel services are not reimbursable.	No receipt required if tips are reasonable
Passport or visa; immunization	Receipt required
Membership dues	Typically not included on a travel reimbursement unless cannot be separated from conference registration fee
Conference supplies and equipment	Reimbursed as a travel expense if purchased once trip is in progress. If purchased prior to trip, reimburse via a Check Request.
Meeting, conference, or reception room rental	Receipt required

Expense Type	Policy for Reimbursement
Currency exchange fee	Receipt required
Tuition and/or exam fee	Not a travel expense unless included in registration. Receipt required
Facsimile transmissions; overnight mail to office	Receipt required



Policy 1302 – Statutory Provisions and Maximum Rates for Travel

Policy Sections

Policy Statement

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History

Effective

September 1, 2005

Last Updated

July 1, 2011

Responsible University Officer

Director, Systems and Operations

Responsible Unit

Systems and Operations

Policy Statement

Expenses for employee travel on official University business are reimbursed at the following rates as set forth by State of North Carolina legislation:

- Travel by private car is reimbursable to a maximum of \$0.555 per mile if a State car is not available, and the round trip does not exceed 100 miles. Travel by private car for the convenience of the employee may not exceed the cost of using public transportation. If a State car is available and the employee instead drives his/her own vehicle, the reimbursement shall be \$0.30 per mile.
- Transportation by airline, bus, railroad, or other conveyance shall be reimbursed at actual tourist-class fare.
- The amount claimed for subsistence (room, meals, and reasonable gratuities) shall not exceed the statutory limits below.

	<u>In State</u>	<u>Out of State</u>
Breakfast	8.00	8.00
Lunch	10.45	10.45
Dinner	17.90	20.30
Total Meal Expense	<u>\$36.35</u>	<u>\$38.75</u>
Lodging	63.90	75.60
Total	<u>\$100.25</u>	<u>\$114.35</u>

Reimbursement for lodging may be made only in the amount documented by a receipt of actual lodging expenses from a commercial lodging establishment. The per diem rate for lodging does not include taxes. That is, the payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging are paid in addition to the lodging rate and are reimbursed as a lodging expense.

Reason for Policy

Ensure compliance with State of North Carolina travel regulations as defined by the legislature.

Exclusions

The University reimburses the actual cost with receipts for lodging when faculty, staff or students are in a high-cost area and unable to secure lodging with the current allowance, or when an individual submits in writing an opinion that his/her personal safety or security is unattainable within the current allowance.

Special Situations

Allowances will be paid for meals for partial days of travel when the partial day is the day of departure or the day of return. The following table details the requirements to claim such reimbursement.

Meal	Day of Departure	Day of Return	Comments
Breakfast	Leave before 6:00 a.m.	N/A	Must extend the workday two hours
Lunch	Leave before 12 noon	Return after 2:00 p.m.	Cannot be claimed unless either the trip requires an overnight stay or the cost of the lunch is part of a registration fee
Dinner	Leave before 5:00 p.m.	Return after 8:00 p.m.	Must extend the workday by three hours

Subsistence expense is reimbursable if it is incurred at least 35 miles from the employee's home or work station, whichever is less, unless specifically authorized in advance by the Chancellor.

A request to stay at a non-commercial establishment (e.g. lodging at a location other than a hotel, motel, or bed and breakfast) must be approved in advance by the Office of State Budget and Management (OSBM). Please submit requests with sufficient lead time to allow for review by OSBM staff.

Procedures

None

Additional Information

Frequently Asked Questions

Q: Do the meal per diems apply to out-of-country travel?

A: The answer depends upon the funding source. If the trip is to be paid from State-appropriated or F&A funds, the maximum per diem amount allowed for meals is \$37.50. Trips funded by discretionary funds are reimbursed at the out-of-state per diem rate unless actual receipts are submitted. Some federal contracts and grants allow meal reimbursement based on the [U.S. State Department allowances](#).

Q: Why does the OSBM publish a lodging allowance?

A: All employees of the State are to request the State rate when reserving lodging. The actual lodging amount supported by a receipt will be reimbursed when it is not possible to obtain clean, safe lodging within reasonable proximity for this amount.

Q: Do meal per diems include the tip?

A: Yes.

Q: Under what circumstances may a traveler fly first class or business class?

A: A traveler with a doctor-certified medical condition may fly first class. A traveler may fly business class on international flights.

Q: May I claim my actual expense for meals if I keep my receipts?

A: Meal expense is an allowance and may not exceed the per diem amounts as determined by the NC General Assembly.

Related Data

North Carolina [Office of State Budget and Management Budget Manual](#)

Contacts

SUBJECT	CONTACT	TELEPHONE	FAX	E-MAIL
Travel Provisions	Travel Services	962-0210	962-2356	travel_team@unc.edu

Travel Policy	Systems & Operations	843-5098	962-2356	operations_team@unc.edu
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History

Revised:

July 1, 2011 (rate change)

September 20, 2010