

Travel Quick Reference Guide

Visit travel.unc.edu to view the most updated resources.

* Last updated April 2021

See the [Book Travel web page](#) for additional information.

Booking & Payment



AIR TRAVEL | Agency

- The preferred way to book airfare is through the University's [Airfare Request System](#). Contact your department representative for assistance with booking

World Travel, Inc.
877.602.4950
Outside the US: 484.948.2535
uncch_travel@worldtravelinc.com

REGISTRATION | Conferences & Continued Learning

- Charge to departmental P-card
- Optional activities not included in conference registration are not reimbursable

IMPORTANT TIPS

- For best fares/seats, book at least **14 days in advance**
- Carry your passport and other documentation. Do not place in checked luggage.
- Medical evacuation and emergency insurance info for international travel is available on the printable [Emergency Card](#)

GROUND TRAVEL | Vehicles

- The University encourages renting through a State contract rather than using a personal vehicle
- Rental vehicles should be reserved through [EHI Direct](#)
- Make your reservation in advance with your 6-digit department number and PID. The department will be direct billed.
- If a personal vehicle is used, see the [Allowances web page](#) for mileage reimbursement rates
- Save gas receipts (rental vehicles only) and parking receipts (personal and rental vehicles) for reimbursement

LODGING | Hotels

- May only be booked if location is 35+ miles from UNC-Chapel Hill
- Book on personal credit card. Check with your department for direct billing whenever possible.
- Guidance on allowable rates, including high-cost cities, can be found in [Policy 1502](#)
- Save itemized receipt/"Folio" and submit when the trip is completed

LODGING | 3rd Party Vendors (e.g., Airbnb, VRBO)

- Requires [pre-authorization approval](#)
- Once approved, the traveler is responsible for booking the accommodation and signing the lease

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Reimbursements



- Follow department guidelines and submit reimbursements within 30 days of completing trip
- Receipts are not required when **per diem** rates apply (e.g., meals). Eligible per diems are determined by travel time and overnight stays. Meals are not reimbursed for day trips.
- Keep all other trip or business-related receipts, including out-of-pocket expenses
- Meal per diem rates include the cost of the meal, sales tax and tip. Other tips (e.g., car service) should be reasonable and responsible.
- Lost receipts can only be reimbursed up to \$20 with explanation memo or lost receipt affidavit
- Submit conference agenda, if applicable, with reimbursement request to ensure refund approval

International



- University employees and students may be eligible for **travel advances**
- Passports are required and should be valid within six months of return date
- Always **check to see** if any visas are needed to enter the country of destination
- Contact the **Campus Health International Travel Clinic** or your healthcare provider for vaccinations and medications needed before, during and after your trip
- The University will reimburse the cost of visas, passports and vaccinations required for international travel as well as reasonable international phone plan upgrades for the duration of your trip
- If traveling on a federally-sponsored project, the **Fly America Act** states that a U.S.-flagged carrier airline must be used
- Review registration requirements on **UNC Global** site.
- Check **UNC Global Travel Guidelines** and follow approval processes
- Check the **U.S. State Department's Travel Advisories** for your intended destination
- Check the **currency exchange rates** before your trip. Currency conversion rates will apply for the duration of the trip.
- Always buy full car insurance when renting internationally and know the rules of the road
- Use **out-of-state rates** for per diem (exceptions when traveling on federal funds). For federal rates, please see **Federal Per Diem Rates** and **Foreign Per Diem Rates**.

