



UNC CHARLOTTE

Travel Manual

Guidance for faculty/staff regarding payment for travel expenses incurred for UNC Charlotte business purposes.

Published by: Controller's Office, Financial Services

Effective: July 2007

Revised: July 15, 2015

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I. POLICY

I.1. PURPOSE/SCOPE

This manual, in accordance with University Policy 602.7, *Travel Authorization and Reimbursement*, and in consideration of Internal Revenue Service (IRS), Office of State Budget and Management (OSBM), and other applicable regulations and guidance, establishes when the University will provide payment for travel expenses incurred to support University business purposes, along with related administrative requirements.

I.2. GUIDING PRINCIPLES

I.2.1 Official University Business Purpose

Reimbursable travel is that which has official University business purpose, that is, when the traveler is attending approved job related training, working on behalf of or officially representing the University, or providing a University service upon the University's request.¹ This includes any travel required to perform services for any sponsor, grantor, or affiliate of the University pursuant to a research or other contract. Examples of official University business purpose include, but are not limited to, the following:

- Employee attending continuing education conference, symposium, or meeting related to the field of employment
- Employee traveling on behalf of a research grant requiring the employee's presence in another location (e.g., for water samples or surveys)
- Non-employee candidate for employment at UNC Charlotte
- Academic or non-varsity athletic teams competing for and representing UNC Charlotte (e.g., debate team, recreational softball team)
- Student-worker when traveling as a duty of his or her position at UNC Charlotte (Note that travel must be paid from the same fund source as that of the student's wages.²)
- Non-employee student who travels on official University business

Also see [Section II.1.3](#) for guidance and allowability regarding combined personal and business trips, spousal accompaniment, etc.

I.2.2 Good Stewardship

When traveling on behalf of UNC Charlotte, travelers remain public servants and should continue to demonstrate good stewardship of University resources by exercising the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.³ Compliance with travel policies tends to be construed as reflective of an organization's compliance with federal and state regulations in general and, therefore, can reflect broadly upon a traveler's department's and the University's general management.

I.2.3 Advanced Approval

Travel plans should be approved at least two weeks in advance of the trip. This constitutes basic fiscal and budgetary management and ensures that departments are aware of and have the necessary funds allocated to cover anticipated travel expenses. Note that true "emergency" trips are rare and that lack of planning does not constitute an emergency.

I.2.4 Timely Submission

Travel reimbursement requests should be submitted to the Travel Office **within thirty (30) days of the return date.**⁴ Per UNC Charlotte's accountable plan, as established per IRS guidelines,⁵ any

¹ OSBM Budget Manual §5.0.3, Official State Business

² *Ibid.*, §5.7.3 Post-secondary Students

³ *Ibid.*, §5.0.2 Employee Responsibility

⁴ *Ibid.*; NC G.S. §138-6(c)

⁵ IRC §62(c); Treas. Reg. §1.62(c)(2)

travel reimbursement requests submitted ninety (60) days or later after the return date will be taxable to the traveler.

I.3. ROLES AND RESPONSIBILITIES

I.3.1 Travelers

Travelers conducting business on behalf of the University shall exercise good judgment and travel in a cost-efficient manner. Employees are responsible for any unauthorized costs and additional expenses incurred for personal preference or convenience.⁶

Travelers shall be fully aware of all UNC Charlotte travel policies and procedures prior to traveling and expending funds on behalf of the University, and should conduct University business in compliance with these policies and procedures. Travelers are responsible for the accuracy of documentation and forms submitted for travel authorization and reimbursement purposes.

I.3.2 Supervisors

Supervisors review and approve travelers' Travel Authorization and Travel Reimbursement Forms, along with any other travel-related forms requiring supervisor approval. The supervisor is responsible for ensuring that the employee's reimbursable travel expenses are for official University business purposes, are justifiable and reasonable, and are adequately documented in accordance with guidelines in this Manual.

I.3.3 Department Heads

Department Heads are responsible for ensuring that their department's financial resources are managed in an efficient and cost-effective manner, including that travel expenses are consistent with the educational, research, and professional needs of the University, as well as the mission and goals of UNC Charlotte.

Travelers, Supervisors, and Department Heads are responsible for maintaining familiarity with this Manual.

I.3.4 Business Managers/Officers

Business Managers/Officers may provide additional review and approval within their departments of travel and related documentation and forms. They are responsible for helping to ensure that faculty/staff within their departments are familiar with University travel policies and understand their roles as described above.

I.3.5 Travel & Complex Payments department ("Travel Office")

The Travel Office is a unit within the Controller's Office of Financial Services that facilitates travel and business expense payments for UNC Charlotte's travelers and employees.

II. BEFORE TRAVEL

II.1. PRE-TRAVEL PLANNING AND REQUIRED APPROVALS

II.1.1 When Approval Prior to Travel is Required

Travelers must receive prior written approval by their department head or his or her designee to qualify for reimbursement if either of the following apply:

- Travel includes an overnight stay. Note that overnight travel must involve a destination located at least 35 miles from the employee's regularly assigned *duty station* or home, whichever is less, to receive reimbursement.⁷

⁶ OSBM Budget Manual §5.0.2, Employee Responsibility

⁷ *Ibid*, §5.1.5, Authorization for Lodging

Travel includes *subsistence* (meals and/or lodging).⁸ Lodging costs that are not approved prior to travel will be limited to *State subsistence rates* (see [Section VIII.1.2](#) for current rates). Excess lodging expenses not approved in advance will be the responsibility of the traveler unless the department head provides a memorandum authorizing a Discretionary Fund to be used on the [Travel Reimbursement](#).⁹

II.1.2 Authorization for Travel

II.1.2.1 Submitting Travel Authorization Forms

If approval prior to travel is required, travelers must prepare a [Travel Authorization \(TA\) Form](#), which can be found on the [Financial Services Forms website](#). Detailed instructions are included with the form, as well as current *subsistence rates* and examples of bona fide business purposes for travel.

Travel Authorization forms should be approved by the appropriate supervisor and submitted to the Travel Office **at least two weeks before travel**.

In general, a separate [TA Form](#) is required for each traveler to indicate approval and funding for the trip and to facilitate settlement of trip expenses. In other words, there should be one [TA Form](#) submitted for each corresponding [Travel Reimbursement](#) that will be submitted upon completion of travel. Employees may submit a [TA Form](#) that covers group travel for multiple non-employees whose expenses will all be reimbursed with the same [Travel Reimbursement](#). However, employees are not allowed to make travel-related *payments* on behalf of guests, students, or other employees unless payment is being made on a departmental p-card.

II.1.2.2 Blanket Travel Authorizations

Travelers may request a blanket travel authorization to cover travel within the U.S. that will occur within a fiscal year ("FY").

To obtain a blanket travel authorization, complete a [Travel Authorization Form](#), indicating "Blanket Travel FYXX" in the "Destination" field, where "XX" equals the fiscal year to which the blanket travel authorization applies. Also ensure that a valid fund number is indicated on the form that can be used for all travel covered under the Blanket Travel Authorization. Note that Blanket Travel Authorizations can only be issued to cover through the end of the current fiscal year.

II.1.2.3 Revisions to Travel Authorizations

Travelers should submit a revised [Travel Authorization \(TA\) Form](#) if additional information becomes available after the original authorization was submitted that affects any of the following:

- Business purpose, or
- Fund limits.

To submit a revised [TA Form](#), mark the "revised" checkbox and only complete fields that have changed. The revised form must be approved and dated by the approving authority found on the original authorization, or his/her designee.

II.1.3 Planning Travel

II.1.3.1 Departure and Return Dates

In general, departure and return dates (for airfare tickets, hotel check-in and check-out, etc.) should be within one (1) calendar day of the business purpose event. Airfare for travel outside the U.S. is reimbursable when the departure and return dates are within a justifiable time period around the purpose of the travel, usually within two (2) calendar days of the business purpose event. Note: see [Section II.1.3.3](#) for requirements related to combined personal and business trips.

⁸ *Ibid.*, §5.1.7, Excess Lodging; §5.1.10, Authorization for Meals

⁹ University Policy 601.8, Appropriate Use of University Funds

When traveling by common carrier to conduct official University business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the state of reduced transportation rates may be reimbursed *subsistence* for additional travel days if, in the opinion of the department head or his/her designee, the amount saved due to the early and/or delayed travel is greater than the amount expended in additional *subsistence*.¹⁰ Printed documentation must be provided with the employee's [Travel Reimbursement](#) to substantiate these savings.

II.1.3.2 Combining Business Trips

Trips that encompass several business-related activities are generally allowable as long as other applicable requirements are met and all activities are reflected in the business purpose sections of required forms.

II.1.3.3 Combining Personal and Business Trips

Personal and business travel generally may be combined as long as other applicable requirements are met. Note that ***no advances will be issued for the personal portion of any trip.***

To obtain reimbursement, the traveler must show that no additional expense was incurred by the University for the personal portion of the trip. For example, this can be shown for airfare by obtaining documentation from a travel agency or online travel site that shows that the price of the ticket for the extended personal stay is no more expensive than the price of the ticket to depart immediately before and/or return immediately after, the business travel dates. The documentation must be dated the same date as the purchase date of the ticket. If no documentation is available, reimbursement will be prorated based on the number of days considered business travel.

Also note that, when personal and business travel is combined, employees are entitled to reimbursement for meal subsistence on the dates that the employee is traveling to and from his/her business trip destination (usually the first and last days of travel).

II.1.3.4 Spousal Travel

If a spouse accompanies an employee on a University-related business trip, any reimbursement of travel expenses for that spouse will be processed as taxable income to the employee unless it can be adequately shown that the spouse's presence on the trip has a bona fide business purpose.¹¹ Note that any reimbursements processed as taxable income cannot be paid from state funds. If the spouse is also an employee of the University, the spouse must obtain travel authorization through his/her department. These same rules apply to any other members of the employee's family who accompany him/her on such a trip.

II.1.3.5 Funding

It is the supervisor's responsibility to understand the constraints and requirements of the fund from which travel expenses will be paid, as designated at the time of travel authorization. The traveler's supervisor will approve funding on a [Travel Authorization \(TA\) Form](#) with the following additional requirements:

- If the person approving the Travel Authorization (i.e., the supervisor) will be getting personally reimbursed for any travel expenses, the next higher supervisory authority must also approve the authorization.
- If the traveler's direct supervisor is not the custodian of the source of fund(s) designated for the travel expenses, the fund custodian must also initial that section of the [TA Form](#).
- If travel is grant-funded (fund codes 5xxxxx), travel documents (e.g., Authorizations, Reimbursements) submitted to the Travel Office will also be routed to the Grants & Contracts Administration Office for review and approval unless delegation authority has been granted to the department.

¹⁰ OSBM Budget Manual §5.1.21, Super Saver Rates

¹¹ Treas. Reg. §1.62(c)(2)

II.1.3.6 Group Travel (≥15 individuals)

Travel requests for a department hosting or sponsoring a group of 15 or more individuals for University-approved travel must be routed through the [Purchasing Office](#). Requests for blocks of hotel rooms, conference rooms, meeting space, banquet food/refreshments, and any necessary audio-visual equipment will require a contract that must be reviewed by the Purchasing Office. Once the contract is in place, payment should be requested through 49er Mart using a purchase order.

For the remaining travel expenses, each individual traveler should request reimbursement by following the applicable guidelines in this Manual and completing [Travel Authorization](#) and [Reimbursement Forms](#) as stipulated. As noted in [Section II.1.2.1](#), employees may submit a [Travel Authorization Form](#) that covers group travel for multiple non-employees whose expenses will all be reimbursed with the same [Travel Reimbursement](#). The Travel Office can provide a [MEAL ALLOWANCE LOG](#) to track and record subsistence for multiple reimbursable non-employees (e.g., students). Note again that employees are *not* allowed to make travel-related payments on behalf of guests, students, or other employees unless payment is being made on a departmental p-card.

II.1.3.7 Destinations less than 35 miles from duty station or home

Trips that only involve destinations less than 35 miles from the closer of the traveler's *duty station* or home do not require written approval. Note that no *subsistence* (travel meals and lodging) is reimbursable for these trips.¹² Other associated costs (e.g., registration fees) can be paid via normal payment methods, e.g., P-card. Reimbursement for mileage and parking should be requested via normal travel processes by submitting a [Mileage and Parking Reimbursement Form](#).

II.1.3.8 Motor Fleet Requests and Mileage Reimbursement Rates

Travelers driving to their business trip destination (and who have appropriate driving credentials), should first request a state vehicle from the University's Motor Fleet Pool via [ARCHIBUS](#) (see the Facilities Management [Motor Fleet website](#) for instructions) if either of the following conditions apply:

- If the **round trip will equal or exceed 100 miles**, the traveler will be reimbursed at the *State Motor Fleet Rate* unless the traveler requests a Motor Fleet vehicle and one is not available for the traveler's trip; in that case, the traveler will be reimbursed at the *IRS Business Standard Mileage Rate* instead (see [Section VIII.1.2](#)). Note that, if a state employee chooses to use a personal vehicle when a state-owned vehicle is available, he/she will be reimbursed at the *State Motor Fleet Rate*.¹³
- If the **round trip will not exceed 100 miles**, the traveler may use his/her personal vehicle and be reimbursed at the *IRS Business Standard Mileage Rate*. However, the traveler may request a Motor Fleet vehicle if he/she wishes to use one.

II.1.3.9 Rental Cars

If the traveler will be renting a car, the State has a term contract in place for rental vehicles, and the contracted rental agency should be used whenever possible. The contracted rates include liability insurance and also prohibit any additional charges for a Collision Damage Waiver (CDW). Contact your [departmental Purchasing Agent](#) with questions or for additional information regarding rental car companies on State contract.

Rental car expenses may not be reimbursed if other practical means of transportation are available, e.g., a shuttle is provided for transportation from the airport to the traveler's hotel and business site. Rental cars used for transportation must be approved prior to travel.¹⁴

Note that the following travel expenses related to car rentals are *not* reimbursable by the University:

- **Collision Damage Waiver (CDW)** – Covers the traveler and his/her possessions in the United States and Canada. Since the State of North Carolina is a self-insurer, this insurance coverage is not required for state employees and must be requested via the University's [Office of Risk](#)

¹² *Ibid.*, §§5.1.6, 5.1.12, and 5.1.13

¹³ OSBM Budget Manual, §5.1.26, Transportation by a Personal Vehicle

¹⁴ *Ibid.*, §5.1.36, Travel to/from Airport at Employee's Destination

[Management and Insurance](#). If a traveler chooses to pay for this type of coverage, the expense will not be reimbursed.¹⁵ If a traveler is involved in an accident with a rental car and the possibility of a collision damage claim exists, contact the University's [Office of Risk Management and Insurance](#) (Note that specific guidance regarding claims arising from accidents involving vehicles operated on University business is included on this website). If traveling internationally, travelers may purchase this coverage, and their department can choose to reimburse the cost of insurance coverage on foreign car rentals. If using a credit card, before purchasing this coverage, determine if the credit card company provides the necessary coverage as a cardholder benefit.

- **Personal Accident Insurance** – This is considered personal insurance. The University will not reimburse travelers choosing to pay for this coverage.

For requirements regarding rental car insurance coverage while conducting University business, see <http://rmi.uncc.edu/insurance>.

II.1.3.10 Transportation Methods: Flying v. Driving

Employees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling personally and expending personal funds,¹⁶ including when choosing transportation methods (i.e., flying v. driving). If the business destination is more than 250 miles away and the traveler chooses to drive, one of the following should be provided with the [Request for Travel Reimbursement](#): 1) business need justification to drive, or 2) a comparison to show that the cost to reimburse mileage is less than the cost to fly (including estimated costs such as baggage fees, parking charges, and transportation costs to/from the airport). If the comparison shows that driving would be more costly than flying (including related estimated costs as enumerated above), reimbursement for mileage will be limited to the estimated flight costs.

II.1.3.11 Air Travel

Coach v. business class: Reimbursement for airfare is limited to the coach/economy fare unless traveling internationally. To be reimbursed for the business class fare for international travel, the traveler must obtain department head approval prior to booking the flight.

Fly America Act: If a flight involves a foreign carrier from a U.S. airport, travelers should review and consider the [Fly America Act](#).

Frequent Flyer Miles: Any frequent flyer miles earned by employees while traveling on University business at the University's expense are considered property of the University. Such frequent flyer miles belonging to the University should, to the extent possible, be used by the employee while traveling on future University business trips.¹⁷

Other policies: For other specific policies regarding international flights, certificates for reduce airfare, use of chartered aircraft, and use of employee-owned aircraft, see OSBM Budget Manual §§5.1.22, 5.1.24, 5.1.29, and 5.1.30.

II.1.3.12 International Travel

Notification of Export Control Officer (ECO): International travelers are responsible for notifying the University's ECO (fso@uncc.edu, 7-1877) of their travel plans prior to travel. [Travel Authorization Forms](#) that indicate international travel destinations will automatically be routed to the ECO through ImageNow.

Travelers are also responsible for reviewing [University Policy 316, Export Control](#) and the Office of Research and Economic Development's [Export Control Page](#). Section XII of the [University's Export Management Plan](#) (EMP) summarizes information regarding travel to foreign countries. Federal export regulations prohibit travel to sanctioned countries, as well as the unlawful export of specific commodities.

¹⁵ *Ibid.*, §5.1.27, Transportation by a Rental Vehicle

¹⁶ *Ibid.*, §5.02, Employee Responsibility

¹⁷ OSBM Budget Manual §5.1.23, Frequent Flyer Miles

University-owned Equipment: If traveling internationally with University laptops, mobile phones, or any other digital storage devices (including flash drives), the traveler must complete [the UNC Charlotte Export Control Checklist](#) and file an [Export License Exception TMP \(Temporary Exports/Re-exports\) certification](#). These forms are listed as “EMP Attachment 2” under “Resources” on the Export Control Page and should be submitted to the Export Control Officer prior to travel. Travelers can also consult the Decision Tree for Travel, Shipping, or Sharing Information, which is listed as “EMP Attachment 1” under “Resources” on the Export Control Page.

General Safety: When traveling outside the U.S., it is also advisable that travelers review the U.S. Secretary of State website ([US Dept of State International Travel](#)) and Center for Disease Control (CDC) websites ([CDC Traveler's Health](#)) for travel warnings regarding health and safety factors. Contact the UNC Charlotte Export Control Officer at fso@uncc.edu or 7-1877 for further information.

II.1.4 External Conferences

External conferences are those that will be attended by persons external to UNC Charlotte. Payment for meals is allowable if included in the registration fee. If the fee consists exclusively of meals, it will not be reimbursable unless the trip meets *overnight travel* criteria. UNC Charlotte may require itemization and/or documentation of expenses.¹⁸

Examples include and are not limited to: NACUBO Conferences, CBMI, Cyber Security Symposium.

Conferences sponsored or co-sponsored by UNC Charlotte are authorized when they meet the limitations and requirements listed in OSBM Budget Manual §5.8.3. Note that sponsoring departments may provide refreshments for “coffee breaks” provided there are twenty or more participants and the costs do not exceed \$4.50 per participant per day.¹⁹ Discretionary Funds may be used for any costs in excess of this limit.²⁰

II.1.5 Internal Conferences

Internal conferences are those attended only by UNC Charlotte employees. No payment for meals is allowable unless *overnight travel* criteria are met, except via Discretionary Funds. An agenda, list of attendees, and a completed [FOOD, BEVERAGE, AND AMENITY FORM](#) are required when using Discretionary Funds. A routine staff meeting is not an internal conference.²¹

Examples include and are not limited to: Departmental meetings, UNC Charlotte’s HR Leadership Trainings and the UNC Charlotte Legal Affairs Symposium.

Internal conferences are authorized when they meet the limitations and requirements listed in OSBM Budget Manual §5.8.5. Note the following limitations:

- Sponsoring departments may provide refreshments for “coffee breaks” provided there are twenty or more participants and the costs do not exceed \$4.50 per participant per day. Discretionary Funds may be used for any costs in excess of this limit.²²
- A department can only use Discretionary Funds to provide any promotional or gift items to be distributed at the conference.²³
- Note that only the Chancellor may authorize a “management retreat.” See OSBM Budget Manual §§5.8.8 and 5.8.9.

¹⁸ *Ibid.*, §5.8.1, External Conference Definition

¹⁹ OSBM Budget Manual, §5.8.3, Requirements and Limitations for External Conferences

²⁰ University Policy 601.8, Appropriate Use of University Funds

²¹ OSBM Budget Manual, §5.8.4, Internal Conference Definition

²² University Policy 601.8

²³ OSBM Budget Manual, §5.8.5, Requirements and Limitations for Internal Conferences

II.1.6 Cancellations

If any travel plans previously authorized are later canceled, the Travel Office should be notified immediately. The traveler should email the Travel Office at travel@uncc.edu with the following information:

- Traveler name
- Trip dates
- Reason for cancellation

The Travel Office will match the information to the submitted [Travel Authorization Form](#) and note the trip as cancelled, which will close out the authorization in ImageNow.

Responsibility for charges: If an employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the department, it is the department's obligation to pay any penalties and charges. If travel is cancelled or changed for personal benefit of the employee, it is the employee's obligation to pay any penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the traveler's department may elect to pay the penalties and charges.²⁴ In all cases, the employee and/or department should make all efforts possible to recoup any costs already paid and avoid penalties and additional charges.

Refunds: It is the traveler's responsibility to pursue refunds for any prepayments or direct billing arrangements already processed. All refunds obtained as a result of prepayments are due to the University. Refunds must be directed to the traveler's contact person for deposit to the funding source from which the prepayment originated (note that payments originally made via p-card should be refunded back to the cardholder's account). Refunds misdirected to the Travel Office will be sent to the department to process or to the Cashier's Office if the contact person or department cannot be determined. Any travel advances will be voided at the time the Travel Office is notified of the cancellation. If a traveler has already cashed a travel advance check or received a direct deposit, it is the traveler's sole responsibility to return the funds to the Travel Office within one (1) business day of cancellation notification. Any advance funds not returned to the Travel Office will be turned over to a Travel Reconciliation Specialist for collection.

II.2. PRE-TRAVEL PAYMENTS

There are currently four main ways to pay for travel expenses via University funds prior to travel dates:

II.2.1 Purchasing Card ("P-card")

The P-card is the preferred method of payment for expenses to be paid prior to travel and should be used for all expenses that will not be paid via reimbursement if possible. The UNC Charlotte purchasing card is a Visa-branded corporate liability credit card issued to eligible employees, as authorized by their department heads, used to procure and pay for eligible goods and services. The purchasing card program is managed by the Purchasing Card Administrator in the Controller's Office.

University employees who have P-card holders within their departments may have their P-card holder pay for business travel expenses using the card once a [Travel Authorization Form](#) has been completed, approved, and submitted. P-card holders may make travel-related payments on behalf of others as long as the p-card is authorized for that purpose.

²⁴ *Ibid.* §5.1.9, Penalties and Charges Resulting from Cancellations

The following table summarizes allowable and unallowable travel expenses.

Purchasing Card – Travel-related Expenses	
Allowable on P-Card	Non-allowable on P-Card
<ul style="list-style-type: none"> - Hotel room charges and lodging taxes - Internet for business use - Registration fees - Transportation: <ul style="list-style-type: none"> o Airport Limousine (including tip) o Bus or other Public Transportation (between airport/station and hotel or to destination) o Commercial Airline (coach rate) o Parking o Railroad (coach rate) o Rental Cars and gasoline for rental cars o Shuttle Service (including tip) o Taxi (including tip) - Travel Agent Fees (though it is recommended to make own travel arrangements) 	<ul style="list-style-type: none"> - Hotel services or entertainment - Meals/beverages - Telephone Calls - Tips (other than those stated as allowable) - Transportation: <ul style="list-style-type: none"> o Choice seating (e.g., on flights) o Limousine (other than airport) - Insurance, including: <ul style="list-style-type: none"> o Rental Car Optional Insurance o Personal Accident Car Insurance o Flight Personal Liability Insurance o Flight Cancellation Insurance - Expenses without business purpose: <ul style="list-style-type: none"> o Any transportation method used while traveling that is not directly business related o Tours or other social activities o Personal expenses

II.2.2 Direct Billing

UNC Charlotte has agreements with specific vendors (e.g., AAA Carolinas, local hotels) for direct billing, which allows approved University travelers to utilize services without incurring out-of-pocket expenses. Before using Direct Billing methods, travelers should confirm that payments cannot be made by p-card.

II.2.2.1 Flights

You may request to have your airline ticket expenses billed directly to AAA Carolinas, based in Charlotte, NC. Reservations for other forms of transportation (train, bus, etc.) can be made through AAA Carolinas, but not all services can be billed to the University. You may be asked to pay by credit card at the time the reservation is made.

To direct bill your flight to AAA Carolinas:

1. Email the Travel Office (travel@uncc.edu) with a signed [Travel Authorization Form](#) to request a voucher code.
2. The Travel Office will issue a direct billing voucher code to the departmental contact listed on the form.
3. Contact AAA Carolinas at (704) 532-9991. (This is the only location authorized to book travel arrangements with UNC Charlotte's travel codes.) Reserve your flight under UNC Charlotte's account and provide your voucher code.
4. After your reservation is processed, AAA Carolinas will email you a confirmation itinerary. If you specifically request a paper ticket when you make your reservation, AAA will deliver it by courier to your department; otherwise, AAA will email you an electronic ticket.

II.2.2.2 Rental Cars

To direct bill your rental car to Enterprise Rent-A-Car:

1. Visit Enterprise Rent-A-Car via 49er Mart and get an estimate for the vehicle rental.
2. Complete a Travel Authorization form.
3. Create a non-catalog requisition in 49er Mart and attach a signed PDF of the Travel Authorization form, as an internal attachment, to the order.

4. Once a PO is created, make note of the PO number (e.g. P1234567).
5. Visit Enterprise Rent-A-Car via 49er Mart and read the ordering instructions. Select the Direct Bill option and create the order using the PO number noted in step 4.

Note: Enterprise Rent-A-Car will send the invoice directly to Accounts Payable for payment.

Additional information on the ordering process can be found on the Financial Services website, located at <http://finance.uncc.edu/resources/how-guides/rental-car-how-procure-and-pay>.

II.2.2.3 Local Hotels

To direct bill your hotel:

1. Choose a desired hotel from the list below.
2. Email the Travel Office (travel@uncc.edu) with a signed [Travel Authorization Form](#) to request a voucher code.
3. The Travel Office will issue a direct billing rental voucher code to the departmental contact listed on the form.
4. Contact the hotel and give them the code provided to you.
5. Note that a credit card will be required upon check-in for incidentals. The University's direct billing agreement only covers room, taxes, and parking as applicable.

The following are local hotels that can be directly billed:

Hotel Name	Address	Zip	Phone
Comfort Suites Northlake	7315 Smith Corners Blvd	28269	704-598-0478
Comfort Suites University	7735 University City Blvd	28213	704-547-0049
Courtyard by Marriott University	333 W. WT Harris Blvd	28262	704-549-4888
Drury Inn & Suites University	415 W. WT Harris Blvd	28262	704-593-0700
Embassy Suites Concord	5400 John Q Hammons Dr.	28027	704-455-8200
Extended Stay America University	8211 Univ. Executive Park	28262	704-510-1636
Hampton Inn Uptown	530 2nd St	28202	704-373-0917
Hilton Garden Inn Northlake	9315 Statesville Rd	28269	704-597-7655
Hilton Garden Inn Uptown	502 2nd St	28202	704-347-5972
Hilton University	8629 JM Keyes Dr	28262	704-547-7444
Holiday Inn Center City	230 N College St	28202	704-335-5400
Holiday Inn University	8520 Univ. Executive Park	28262	704-547-0999
Homewood Suites Hilton CLT-North	8340 North Tryon St	28262	704-549-8800
Park Hotel, The	2200 Rexford Rd	28211	704-364-8220
Sleep Inn University	8525 N. Tryon St	28262	704-549-4544
Springhill Suites University	8700 Research Dr	28262	704-503-4800
Van Landingham Estates	2010 The Plaza St	28205	704-334-8909
The Westin Charlotte	601 South College St	28202	704-335-2047

II.2.3 Prepayments

For prepayments that cannot be made with a p-card, travelers may request that a vendor be paid via a check disbursement for travel expenses prior to travel (e.g., conference registrations, travel agency payments) via a [Request for Travel Advance/Prepayment](#). Travelers should first confirm that payments cannot be made by p-card or Direct Bill.

Prepayment requests made payable to travel agencies must be accompanied by:

- An invoice
- Confirmation of hotel accommodations, conference registration, and/or transportation itinerary

Prepayments to Vendors:

To receive payment from UNC Charlotte, a vendor must be established in the Banner Finance system (see “[How to Look Up a Vendor](#)”). If a vendor is not already established in Banner Finance, the vendor must complete a [Vendor Information Form](#) or a [Form W-9](#) (available on IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).

Once the vendor is established, send the prepayment request via a [Request for Travel Advance/Prepayment](#) along with the invoice to be paid. Note that an approved [Travel Authorization Form](#) must already be submitted to the Travel Office before a prepayment request can be processed.

Prepayments must be requested at least two weeks prior to travel.

II.2.4 Travel Advances

When are Travel Advances allowed? Travelers who are not able to pay for certain out-of-pocket expenses prior to reimbursement may request a travel advance. Advances are personal loans from the State of North Carolina, issued by UNC Charlotte. **You should make a request for an advance only when absolutely necessary.** The following stipulations apply:

- Travel advances should be reasonable and only for incidental, out of pocket expenses that cannot otherwise be prepaid (e.g., with a p-card or via direct billing).
- Travel advances may only be used for University business, not personal, expenses.
- The amount of the advance should not exceed the traveler’s estimated out-of-pocket expenses (i.e., not including any p-card payments or other prepayments) as indicated on [Travel Authorization Form](#).
- Non-employees are not eligible to receive travel advances.
- Employees who have been issued state credit cards are not eligible for travel advances unless there is substantiated justification.²⁵
- Blanket travel advances are not issued at UNC Charlotte.

*Requirements for issuance and repayment of one-time Travel Advances:*²⁶

How and when to request	Via Request for Travel Advance/Prepayment , at least 2 weeks in advance of travel
How and when Travel Advance will be issued	Via Direct Deposit, within 5 business days prior to the date of departure
Maximum Travel Advance amount issued	Good faith estimated cost of the trip’s out-of-pocket expenses
How and when advances must be accounted for or repaid	Via a Travel Reimbursement Form , within 30 calendar days after the travel period or June 30, whichever comes first

Collection of unpaid amounts: If an advance remains outstanding for more than 30 days, a payroll deduction may be initiated to recover the amount of the advance. Once a payroll deduction has been initiated, the employee may not request reimbursement for any expenses related to that travel. If a traveler defaults on a travel advance (i.e., a payroll deduction was required to recompense the University), he/she will not be eligible for future advances at least until the financial obligation to the University is satisfied.

²⁵ OSBM Budget Manual §5.1.40, Travel Advances

²⁶ *Ibid.*

III. DURING TRAVEL

III.1. SAVING RECEIPTS

While in *travel status*, travelers must keep and submit receipts as indicated in the table below. Receipts should indicate the name of the vendor, date of the transaction, itemized cost for each good or service, and the method of payment.

Allowable Expense	Receipt Required	Additional Notes
Meals	No	If reimbursed at <i>State subsistence rates</i>
Meals-In excess of <i>State subsistence</i>	Yes	Note: Any excess amount over <i>subsistence</i> must be paid from Discretionary Funds and be accompanied by a FOOD, BEVERAGE, AND AMENITY FORM . ²⁷
Taxi/Bus/Ferry/Tolls	Yes	
Parking	Yes	Check-in/check-out slip with date/time and paid receipt
Airfare	Yes	Receipt must include itinerary details when purchased outside of AAA Carolinas
Hotel	Yes	Must show room rate, taxes, and total amount paid
Registration	Yes	If not prepaid, receipt should include name of conference and conference dates
Tips	No	At reasonable rates – see <i>Tips</i> section

III.2. PAYING FOR OWN EXPENSES

In general, employees should only pay for their own travel expenses. Employees are not allowed to pay for travel expenses on behalf of guests, students, or other employees unless payment is being made by an authorized p-card user on a departmental p-card. Exceptions are allowed for group travel arrangements or payment for group meals that have valid business purpose and meet the requirements in this Manual and in University Policy 601.8.

IV. AFTER TRAVEL

The following requirements are applicable to all travel reimbursement requests submitted to the Travel Office.

IV.1. WHEN TRAVEL REIMBURSEMENTS MUST BE SUBMITTED

Travel reimbursement requests should be submitted to the Travel Office **within 30 days of the return date**.²⁸ Per UNC Charlotte's accountable plan, as established per IRS guidelines,²⁹ any travel reimbursement requests submitted 60 days or later after the return date will be taxable to the employee.

[Requests for Travel Reimbursement](#) should be completed if any of the following are true:

- A [Travel Authorization Form](#) was submitted for the trip.
- The traveler received a travel advance.
- The traveler received a prepayment or incurred travel expenses on a p-card for travel.
- The employee is in *travel status*, the trip is for one or more days, and the trip includes expenses beyond mileage and parking (e.g., meals, registration) that need to be reimbursed.

²⁷ University Policy 601.8, Appropriate Use of University Funds

²⁸ NC G.S. §138-6(c); OSBM Budget Manual §5.0.2, Employee Responsibility

²⁹ IRC §62(c); Treas. Reg. §1.62(c)(2)

The [Request for Travel Reimbursement](#) can be found online at the [Financial Services Forms website](#). Detailed line-by-line instructions, as well a rate page, are included in the document.

Note: if the traveler only has mileage and/or parking expenses, you may use the [Mileage & Parking Reimbursement](#) form.

IV.2. OTHER TRAVEL REIMBURSEMENT REQUIREMENTS

IV.2.1 Signatures

To be complete, all travel reimbursements must be signed by the traveler and his/her supervisor or designee. No proxies are allowed for the traveler, and rubber stamps, digital stamps, faxed signatures, copied signatures, or any variations thereof will not be accepted. Without the proper approval signatures, any expenses incurred will be the traveler's sole responsibility.

Exception for Non-employee Zero Reimbursement: Non-employee travelers who are not receiving a direct reimbursement from the trip are not required to sign the travel reimbursement form. The phrase "Non-employee zero reimbursement" should be placed in the traveler's signature block.

IV.2.2 Receipts

Submission:

Receipts should be taped to the Travel Office's [Receipt Page](#) and submitted with the [Request for Travel Reimbursement](#). No paper clips, please! Note that any documentation, including receipts, submitted with the [Travel Authorization Form](#) does not need to be submitted again with the [Travel Reimbursement](#) since the documentation will have been scanned into ImageNow.

Note that copies of receipts may be submitted to the Travel Office as long as:

- Receipts remain legible once scanned in the ImageNow system, and
- Departments retain original receipts until the travel reimbursement has been processed or the receipts are otherwise needed (e.g., for warranties),

The Travel Office will retain copies of documentation in ImageNow for the prescribed document retention period, which is currently 5 years.

Lost Receipts:

For lost receipts for reimbursable expenses **over \$25**:

1. Traveler's should try to obtain a duplicate receipt from the vendor.
2. If the traveler cannot obtain a duplicate receipt, submit a [Missing Receipt Affidavit](#).

For lost receipts for reimbursable expenses **less than \$25**, the traveler must indicate on the [Travel Reimbursement](#) what expense was incurred and that the receipt for the expense was lost. A Missing Receipt Affidavit is not necessary.

Credit/Debit card numbers and other Confidential information:

Do **not** submit any documentation to the Travel Office that includes full credit/debit card numbers, or what are referred to as "Primary Accounts Numbers" ("PANs"). These are the 16-digit numbers for Visa and MasterCard and the 15-digit numbers for American Express cards that are printed on the front of the cards.³⁰

If you do have any receipts or statements that need to be submitted with your Travel Forms that include full PANs, you must redact the number so that only the last four digits of the PAN remain as follows:

- Print an electronically redacted statement (this option is commonly provided by bank and credit card company web portals), or

³⁰ See Payment Card Industry Data Security Standards (PCI DSS), which prohibit storage of unencrypted PANs. Data in ImageNow, which houses all University Travel Forms submitted to the Travel Office, is unencrypted.

- Physically cut out the PAN except for the last four digits. PANs that have been marked out with a pen or marker are not considered fully redacted, as scanners and copiers can still pick up these numbers.

Please exercise prudent judgment when submitting other confidential or sensitive information, as defined in University Policy 311, *Information Security*. Confidential information should not be submitted to be scanned into the ImageNow system whenever possible.

IV.2.3 Revisions to Travel Reimbursements

Travelers should submit a revised Travel Reimbursement if any of the following apply:

- Additional information or receipts are found after the original reimbursement is submitted.
- Additional reimbursable trip-related expenses were incurred and not included on the original reimbursement.

To submit a revised [Request for Travel Reimbursement](#), submit a new form, mark the “revised” checkbox, and clearly indicate fields that have changed (e.g., by highlighting). The revised form must be approved and dated by the approving authority of the original reimbursement, or his/her designee.

IV.3. TRAVEL REIMBURSEMENT (“TR”) GRID

The following tables explain what travel-related business expenses are reimbursable, at what amounts, and what substantiation is required to obtain reimbursement. **All travel expenses should be reasonable and judicious.** Excessive expenses will not be reimbursed. In general, reasonable expenses are those that a prudent person would spend if traveling or conducting personal business and expending personal funds.

IV.3.1 Business Purpose Support and Registration Fees

Business Expense	Amount Reimbursable	Substantiation Required
Business purpose travel	Costs associated with business purpose travel within one day of the travel event (two days for international travel); see Section II.1.3.1 .	All Travel Reimbursements should be accompanied by an agenda of the travel event or other similar support to substantiate the allowable business travel dates
Registration Fees	Actual expense incurred ³¹	Receipt that includes name of conference and dates

IV.3.2 Transportation

Business Expense	Amount Reimbursable	Substantiation Required
Airfare	Actual expense incurred ³² (See Section II.1.3.3 for guidance regarding combined personal and business trips.)	<ul style="list-style-type: none"> • Itemized receipt • Trip itinerary
Airfare – Baggage Fees	Baggage Fees incurred are allowable if prudent and substantiated by a receipt	<ul style="list-style-type: none"> • Paid receipt
Airfare – Priority Seating or Preferred Access	Expenses such as those for Priority Seating or Preferred Access are not required expenses to fly and therefore are only reimbursable if for a valid business purpose or if the traveler has a	<ul style="list-style-type: none"> • Paid receipt • Business purpose would need to be provided on receipt

³¹ OSBM Budget Manual, §5.1.18, Convention Registration

³² *Ibid.*, §5.1.20, Transportation by Common Carrier

	documented ADA (Americans with Disabilities Act) requirement.	
Airport – Travel To/From CLT Airport	<p>For travel by:</p> <ul style="list-style-type: none"> • <u>Taxi, Airport Shuttle, or Public Transportation</u> – actual costs • <u>Private Car, being dropped off</u> – <i>IRS Standard Business Mileage Rate</i> x maximum of two round trips* and no parking charges • <u>Private Car, park at airport</u> – <i>IRS Standard Business Mileage Rate</i> x one round trip* and parking charges³³ limited to the maximum charge per day for airport business valet parking (current CLT airport rate is \$14 per day) <p>*Mileage is calculated from the closer of the traveler’s point of departure or <i>duty station</i> (whichever is less) and should be calculated to the nearest whole number.</p>	<ul style="list-style-type: none"> • For actual costs incurred: itemized receipts (parking receipts should show parking dates and times) • Mileage: Printed directions showing total mileage (may use MapQuest or Google Maps) unless using one of the following standard mileages: <ul style="list-style-type: none"> ○ To/from main campus: 15 miles each way ○ To/from Center City Building: 8 miles each way • Indicate what form of transportation was taken to/from airport
Airport – Travel To/From Destination Airport	<p>For travel by:</p> <ul style="list-style-type: none"> • <u>Taxi, Airport Shuttle, or Public Transportation</u> – actual costs • <u>Rental Vehicles</u> – actual costs if prior approval was obtained by the department head or his/her designee and the rental vehicle is not being used solely for the convenience of the employee³⁴ 	For actual costs incurred: itemized receipts
Ground Transportation – Motor Fleet Vehicle (if available)	<p>There should be no reimbursable charges to claim on travel forms. Motor Fleet will bill the traveler’s department directly for use of the vehicle via an Interdepartmental Invoice, a gas card will be provided with the vehicle, and there should generally be no other related out-of-pocket expenses.</p> <p>No common carrier or public transportation fares are reimbursable when a state-owned vehicle is used, unless it is shown that such transportation was more economical in a particular situation.³⁵</p>	None; no costs to reimburse on travel forms
Ground Transportation – Personal Vehicle mileage	<p>Mileage* x Reimbursement Rate, as follows:</p> <ul style="list-style-type: none"> • If the traveler’s Motor Fleet vehicle request is denied, or the round trip does not exceed 100 miles, Reimbursement Rate = <i>IRS Standard Business Mileage Rate</i> • If the traveler’s Motor Fleet vehicle request is approved, but the traveler chooses to use his/her personal vehicle instead, 	<ul style="list-style-type: none"> • Motor Fleet Vehicle approval or denial email, which must be in the traveler’s name for the exact travel dates to receive full reimbursement. • Printed directions showing total mileage (may use MapQuest or Google)

³³ *Ibid.*, §5.1.35, Travel to/from Airport at Employee’s Duty Station

³⁴ *Ibid.*, §5.1.36, Travel to/from Airport at Employee’s Destination

³⁵ *Ibid.*, §5.1.32, Transportation by State Vehicle at Destination

	<p>Reimbursement Rate = <i>State Motor Fleet Rate</i></p> <p>*Mileage is calculated from the closer of the traveler's point of departure or <i>duty station</i> (whichever is less)³⁶ and should be calculated to the nearest whole number.</p>	<p>Maps) unless using one of the following standard mileages:</p> <ul style="list-style-type: none"> ○ Main campus to Center City Building: 9 miles each way ○ Main campus to NC Research Campus in Kannapolis: 19 miles each way ○ Main campus to Raleigh state capitol or NC State: 157 miles each way ● If your actual mileage exceeds direct round trip mileage, provide an explanation for the difference. ● If you only have mileage and/ parking expenses, you may use the Mileage & Parking Reimbursement form
<p>Ground Transportation – Train, bus, subway, taxi fare; rental cars; parking; highway/ interstate tolls</p>	<p>Actual expenses incurred for business purposes (no expenses will be reimbursed that are considered excessive or only for the convenience of the traveler^{37,38}). Air, rail, and bus fare is limited to actual coach fare.³⁹</p>	<ul style="list-style-type: none"> ● Itemized receipt ● List business purpose if not clear in documentation ● For train and bus fare: trip itinerary

IV.3.3 Subsistence – Lodging

Business Expense	Amount Reimbursable	Substantiation Required
Commercial Lodging (hotels)	<p>Room and tax for accommodations, as long as the destination is at least 35 miles from the employee's <i>duty station</i> or home, whichever is less.⁴⁰</p> <p>Lodging costs that exceed the <i>State subsistence rates</i> must be approved by the traveler's department head or designee prior to travel.</p>	<p>Itemized hotel invoice showing room rate, taxes, and total amount paid. When using an online travel site, submit a copy of the billing receipt.</p>
Commercial Lodging – Incidentals	<ul style="list-style-type: none"> ● Business Phone Calls* – Actual costs ● Personal Phone Calls* – Up to \$5 for one call every two consecutive days of <i>travel status</i>⁴¹ 	<ul style="list-style-type: none"> ● For all - Copy of hotel invoice or receipt with itemized charges ● Business Phone Calls – indicate as “business” and include business purpose for the call(s)

³⁶ *Ibid.*, §5.1.26, Transportation by Personal Vehicle

³⁷ *Ibid.*, §5.1.37, Parking

³⁸ *Ibid.*, §5.1.27, Transportation by a Rental Vehicle

³⁹ *Ibid.*, §5.1.20, Transportation by Common Carrier

⁴⁰ *Ibid.*, §5.1.6, Reimbursement for Lodging

⁴¹ *Ibid.*, §5.10.3, Allowable Personal Calls; also see §5.10.4, Employee emergency calls

	<ul style="list-style-type: none"> • Faxes & Copies, Internet Connection Fees, Hotel Parking – Actual costs, using most cost efficient method available⁴² <p>*Exception: Employees receiving a Mobile Communication Device (MCD) allowance may not be reimbursed for business or personal calls made while in <i>travel status</i>.⁴³</p>	<ul style="list-style-type: none"> • Personal Phone Calls – indicate as “personal” • Faxes, Copies, Internet Connection Fees – Indicate business purpose
Non-commercial Lodging (e.g., rental by private third party, rental of apartment)	Must obtain approval from OSBM in advance. Contact the Travel Office three weeks prior to departure to begin the process of obtaining the required advance approval from OSBM. Without this approval, third party lodging expenses will not be reimbursed. ⁴⁴	Submit a Travel Non-Hotel Lodging Authorization Request . Requests for third party lodging must provide evidence of savings to the State. Exceptions may be granted by OSBM if sufficient justification otherwise supports its necessity.

IV.3.4 Subsistence – Meals

Business Expense	Amount Reimbursable	Substantiation Required
Meals – provided (in registration fees, conference costs, hotel registration; at research site, meeting; etc.)	<p>None.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Employees may be reimbursed, if requested, for breakfast even if their lodging establishment or conference location offers a free continental breakfast.⁴⁵ • Employees may be reimbursed for meals even if they are shown and offered as part of their flight schedule on a commercial airline.⁴⁶ <p>Note that meals provided as part of the cost of an essential program session (e.g., speakers during lunch at a training session) are not separately reimbursable.</p>	<ul style="list-style-type: none"> • Clearly indicate any meals provided in supporting documentation (e.g., conference agenda or meeting itinerary). Note if there were any additional meal costs outside of registration and if subsistence will be claimed as a result. • If breakfasts were provided, indicate whether they were continental or full
Meals – not provided, and traveler is in <i>Overnight Travel Status</i>	<p>Meals are reimbursable at <i>State subsistence rates</i> under the following conditions:</p> <ul style="list-style-type: none"> • In <i>travel status</i> all day: Breakfast, lunch, and dinner • Day of departure: <ul style="list-style-type: none"> ○ Breakfast, if depart <i>duty station</i> prior to 6am and extend workday by 2 hours ○ Lunch, if depart <i>duty station</i> prior to Noon ○ Dinner, if depart <i>duty station</i> prior to 5pm and extend workday by 3 hours • Day of return: <ul style="list-style-type: none"> ○ Breakfast ○ Lunch, if return to <i>duty station</i> after 2pm 	<ul style="list-style-type: none"> • Departure and arrival times • Clearly indicate any meals provided in supporting documentation (e.g., conference agenda or meeting itinerary). Note if there were any additional meal costs outside of registration and if subsistence will be claimed as a result.

⁴² *Ibid.*, §5.10.6, Use of Telephone with Computer Hook-ups

⁴³ *Ibid.*, §5.11.3, Employee-owned Devices

⁴⁴ *Ibid.*, §5.1.8, Third Party Lodging

⁴⁵ *Ibid.*, §5.1.11, Reimbursement for Meals

⁴⁶ *Ibid.*, §5.1.16, Meals and Commercial Air Travel

	<ul style="list-style-type: none"> o Dinner, if return to <i>duty station</i> after 8pm and extend workday by 3 hours⁴⁷ 	<ul style="list-style-type: none"> • Note: Receipts are <u>not</u> required
Meals – not provided, and traveler is in <i>Travel Status</i> (not overnight) involving a destination at least 35 miles from closer of <i>duty station</i> or home	<p>Meals are reimbursable at <i>State subsistence rates</i>, under the following conditions:</p> <ul style="list-style-type: none"> • Breakfast, if depart <i>duty station</i> prior to 6am and extend workday by 2 hours • Lunch, Not reimbursable • Dinner, if return to <i>duty station</i> after 8pm and extend workday by 3 hours⁴⁸ <p>Note that meals are not reimbursable when the destination is less than 35 miles from the closer of the employee’s <i>duty station</i> or home.</p>	<ul style="list-style-type: none"> • Travel Authorization AND Reimbursement forms are required.⁴⁹ Clearly indicate departure and arrival times • Receipts are <u>not</u> required • Allowances for employees working nontraditional shifts must have prior approval of OSBM
Meals – not provided, in excess of <i>State subsistence rates</i>	<p>Generally, an employee’s department may agree to reimburse meal expenses at greater than the <i>State subsistence rates</i> only if there are predetermined charges (e.g., if registration for an event where food is provided is required in advance).⁵⁰ Otherwise, costs in excess of the <i>subsistence rates</i> must be paid from Discretionary Funds.⁵¹</p>	<p>A Food, Beverage, and Amenity Form is required to be submitted with the Travel Reimbursement. Receipts showing predetermined charges, itemized purchase, and credit card/cash payment detail (when paid by credit card, this information will be on two separate receipts).</p>
Meals – not provided, during international travel	<p>An employee’s department head may agree to reimburse meal expenses at the Federal per diem rates (which can be found by country on the US State Department’s website) for out-of-country travel if approved prior to travel.⁵²</p>	<p>Legible copy of documentation supporting the federal per diem rate claimed</p>

⁴⁷ *Ibid.*, §5.1.12, Meals during Daily Travel

⁴⁸ *Ibid.*

⁴⁹ *Ibid.*, §5.1.10, Authorization for Meals

⁵⁰ *Ibid.*, §5.1.17, Excess Meals

⁵¹ University Policy 601.8, Appropriate Use of University Funds

⁵² OSBM Budget Manual, §5.1.17, Excess Meals

IV.3.5 International and Travel Agency Fees

Business Expense	Amount Reimbursable	Substantiation Required
Currency Exchange Fees	Actual fees charged by the credit card company for conversion of funds when using a credit card abroad for allowable travel expenses	Copy of the applicable credit card statement (not required for p-card payments)
Visa and Passport Fees	Actual expenses incurred to obtain or renew a visa or passport when the employee, in the regular course of his/her duties, is required to travel overseas in the furtherance of official state business. ⁵³	<ul style="list-style-type: none"> • Receipt from issuing authority • Any other documentation providing substantiation
Travel Agency Fees	Actual fees incurred for assistance in making travel arrangements if the fees are usual, customary and reasonable and are approved by the department head or his/her designee. ⁵⁴	The paid receipt from the travel agency that identifies the fees. If not itemized on the receipt, submit a copy of the credit card statement showing the fee.

IV.3.6 Tips

Business Expense	Amount Reimbursable	Substantiation Required
Tips - Meals	Tips for meals are included in the <i>State subsistence rate</i> allowance. ⁵⁵ No excess reimbursement is generally allowed. ⁵⁶	None
Tips - Other than those for meals	<p>Actual expense incurred if reasonable and prudent.⁵⁷ Tips generally should not exceed 20% of the cost of a service provided.</p> <p>General limits:</p> <ul style="list-style-type: none"> • Airports/Hotel: <ul style="list-style-type: none"> - Baggage Handling/Skycaps = no more than \$2 per bag - Shuttle drivers = no more than \$2 per bag • Parking/Auto Related: <ul style="list-style-type: none"> - Valets (where valet is the only option) = \$2 per car when collecting the car - Taxi drivers = 15% of the fare and \$1-\$2 per bag • Hotel housekeeping tips: \$3 per night 	<ul style="list-style-type: none"> • Itemized receipt that shows tip, if available (e.g., for taxi ride) • None if amounts do not exceed limits. Otherwise, an explanation for the business purpose must be written on the Travel Reimbursement Form • Note that tips to taxi drivers should be included with total taxi expense (not separated out) on the Travel Reimbursement Form as ground transportation

⁵³ *Ibid.*, §5.1.19, Passports

⁵⁴ *Ibid.*, §5.1.25, Fees and Service Charges

⁵⁵ *Ibid.*, §5.1.11, Reimbursement for Meals

⁵⁶ *Ibid.*, §5.1.17, Excess Meals

⁵⁷ *Ibid.*, §5.1.3, Tips and Gratuity

IV.3.7 Books/Literature

Business Expense	Amount Reimbursable	Substantiation Required
Books/Literature purchased when in <i>travel status</i>	Should normally be purchased through Barnes & Noble, the University's contracted literature agent. Books/literature purchased while in <i>travel status</i> may be considered allowable and reimbursable if they (1) remain assets of the University once travel is completed, (2) could not have been purchased prior to departure through Barnes & Noble, and (3) are directly related to the employee's business purpose.	Receipt

IV.3.8 Job Candidate and Non-travel Meal Expenses

Business Expense	Amount Reimbursable	Substantiation Required
Job Candidate/ Recruitment Expenses incurred on behalf of the candidate	Reimbursement of transportation and <i>subsistence</i> expenses incurred on behalf of prospective professional employees visiting the University for employment interviews is allowed if the department head or his/her designee authorizes the charges. <ul style="list-style-type: none"> If State funds are used, expenses are limited to transportation and <i>subsistence</i> for 3 days (5 days if one is a Saturday) at the in-state rate.⁵⁸ Any excess charges must be charged to a Discretionary Fund. ⁵⁹	Travel Reimbursement form – Submit on behalf of the candidate within 30 days of the expense. For any mileage incurred by an employee to transport the candidate, submit a Mileage and Parking Reimbursement Form . Note that the following non-employee travel expense account codes should be used: Transportation: 925440 Subsistence: 925460
Recruitment Meal expenses for others in attendance besides the candidate (employee, employee's guest, and/or candidate's guest)	None reimbursable unless paid via Discretionary Fund. ⁶⁰	Direct Pay Request – Submit within 30 days of the expense. Include: Food, Beverage, and Amenity Form ; copy of receipt(s), business purpose, date, location, list of attendees and their business relationship with the University
Employees not in <i>travel status</i> , Internal Meals	For business meetings either: 1) consisting only of University employees, or 2) relating to discussion of the employee's normal day-today business activities, reimbursement for meal expenses can only be paid with Discretionary Funds as long as the cost is reasonable and	Food, Beverage, and Amenity Form ; copy of receipt(s), business purpose, date, location, list of attendees and their business relationship with the University, copy of meeting agenda

⁵⁸ *Ibid.*, §5.7.2, Prospective Professional Employees

⁵⁹ University Policy 601.8, Appropriate Use of University Funds

⁶⁰ University Policy 601.8, Appropriate Use of University Funds

	prudent and other business purpose requirements are met. ⁶¹	
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V. STUDENT TRAVEL

The following table (Table I) provides guidelines on processing travel expenses for students. The second table (Table II), provides details on payment processes for Travel Awards.

Table I -

Classification	“Beneficiary” of Travel	Tax Treatment/ Reimbursement Process	Funding/ Other Requirements
Student Employee	University (traveling on behalf of the University)	Reimbursement process is the same as that for all other employees, and is tax-free when approved in advance of the travel. Travel should be processed on travel forms.	Travel expenses must be paid from the same Banner fund(s) as the student’s salary. ⁶²
Student Non-employee	University (traveling on official state business)	Reimbursable tax-free when approved in advance of the travel. Travel should be submitted on non-employee travel forms.	
Travel Awards	Student (e.g., traveling to fulfill a course requirement for academic credit)	Taxable. See section below on process required.	If paid from General Fund, must have written prior approval from VC for Finance or his/her designee. ⁶³
Student Organization Travel	Student Organization	The Travel Office will process travel payments on behalf of the student organization. Depending on the circumstances of the travel, payments may be taxable income to the student. Determination is made on a case-by-case basis. The University is responsible for reporting on IRS Form 1098-T any travel awards paid to students by any student organization. The student organization should attach a DPR scholarship letter to the payment request.	Funds 337xxx
Athletic Team Travel	University Athletics Department	Refer to the Athletics Department policies and procedures.	

⁶¹ OSBM Budget Manual §5.1.14; Policy 601.8

⁶² OSBM Budget Manual, §5.7.3, Post-secondary Students

⁶³ *Ibid.*

Table II – Travel Awards

Travel Awards are funds paid to support students traveling as part of their program of study or co-curricular activities to aid them in pursuit of their studies or research. Travel Awards can be in the form of fellowships, awards, stipends, grants, scholarships, tuition waivers, fee waivers, etc. Past, present or future services cannot be expected or required in return for the travel award. These types of payments are considered scholarships and are reportable on IRS Form 1098-T, 1099, or 1042-S. Where services are expected, payments represent taxable income and must be made through the Payroll Office.

Classification	Tax Status	Payment Process
Student	U.S. Citizen, Permanent Resident Alien, or Foreign National/ Non-resident Alien (NRA)	<ol style="list-style-type: none"> 1. Complete Direct Pay Request (DPR) with scholarship letter. 2. Submit to Travel Office. 3. Travel Office will obtain Tax Office approval. 4. For foreign nationals, a Foreign National Information Form may be requested by the Tax Office. 5. Payment will be processed through Student Accounts.
Non-student, Non-employee	U.S. Citizen or Permanent Resident Alien	<ol style="list-style-type: none"> 1. Complete Direct Pay Request (DPR) with letter of intent. 2. Submit to Travel Office. 3. Travel Office will process the award and report to the IRS on Form 1099.
Non-student, Non-employee	Foreign National/ Non-resident Alien (NRA)	<ol style="list-style-type: none"> 1. Submit a Foreign National Information Form and a W8 BEN for vendor setup. 2. Complete Direct Pay Request (DPR) with letter of intent. 3. Submit to Travel Office. 4. Travel Office will obtain Tax Office approval, process the award, and report to the IRS on Form 1042-S.

Other helpful definitions:

Teaching Assistant/Research Assistant: Student enrolled in a UNC Charlotte graduate program and paid to perform work for the University. Teaching assistants are generally paid from state funds. Research assistants may be paid from state funds, grant funds, auxiliary funds, Discretionary Funds, or a combination of funds. These graduate employees continue to be paid when traveling on University business.

Fellow: Recipient of a qualified fellowship paid directly to the student by an external agency or through the university from non-state funds. Fellowships do not require that services be performed for the fellowship; therefore no employer-employee relationship exists.

VI. FOREIGN NATIONAL TRAVEL

Because payments to foreign nationals (or non-resident aliens, “NRAs”) are covered by an extensive set of tax rules, all departments and organizations providing funds to foreign nationals must have prior approval from the Tax Manager. Tax liabilities for foreign nationals depends on the U.S. tax treaty with the foreign government. Please refer to the [Tax Office website](#) for contact information and further information.

VIII. RATES, DEFINITIONS, REFERENCES, AND RESOURCES

VIII.1. RATES

VIII.1.1 State Subsistence Rates

Subsistence is an allowance related to lodging and meal costs (including gratuities). Subsistence rates are set by the state and are as follows, last updated on July 1, 2015:⁶⁴

- Breakfast \$ 8.30
- Lunch \$10.90
- Dinner \$18.70 In-state; \$21.30 Out of state
- Lodging \$67.30 In-state; \$79.50 Out of state

All rates are per day. Tips for meals are included in meal allowance rates.⁶⁵

Federal per diem rates (which can be found by country on the [US State Department's website](#)) may apply for meals when an employee is traveling internationally.

Note that per diem compensation is not applicable for state employees, only to members of Boards, Commissions, Committees, and Councils who do not receive any salary from state funds.⁶⁶

VIII.1.2 Mileage Rates

IRS Business Standard Mileage Rate = 57.5 cents per mile, as of 1/1/2015.

State Motor Fleet Rate = 30 cents per mile, as of 7/1/2013.

VIII.2. DEFINITIONS

For purposes of this Manual, the following definitions apply (and are denoted in *gray italics* throughout this Manual):

VIII.2.1 Duty Station

Unless otherwise approved by the employee's department head, each UNC Charlotte employee's duty station shall be the main campus at 9201 University City Blvd, Charlotte, NC 28223. Exceptions to this policy are limited to those employees who have offices at satellite campuses or buildings designated as part of UNC Charlotte (Center City Building, Ben Craig Center, etc.), or those who are approved by their department heads to telecommute from home or other locations.

VIII.2.2 Travel Status

Employees are considered to be in travel status whenever they are required to be away from their normal duty station in the performance of their job.⁶⁷

VIII.2.3 Travel Status-Overnight

Employees are considered to be in overnight travel status when their business activities require at least one overnight absence from their duty station. The travel destination must be at least 35 miles from the duty station or home, whichever is less, for the employee to receive reimbursement for lodging and meals.⁶⁸

⁶⁴ OSBM Budget Manual §5.1.2, Subsistence Rates

⁶⁵ *Ibid.*, §5.1.11, Reimbursement for Meals

⁶⁶ *Ibid.*, §5.1.1, Per Diem Compensation

⁶⁷ NC DOA, Motor Fleet Management Regulations, Section I.C.5; OSBM Budget Manual §5.1.2, Subsistence Rates

⁶⁸ OSBM Budget Manual §5.1.5, Authorization for Lodging; §5.1.12, Meals during Overnight Travel

VIII.3. WEBSITES

External guidance referenced throughout the body of these guidelines has been marked in **ALL CAPS** and can be found at the following **WEBSITES**:

VIII.3.1 Key forms and sites

Type	Title	Location
Form	Travel Authorization Form	http://finance.uncc.edu/forms
Form	Travel Reimbursement Form	http://finance.uncc.edu/forms
Website	Travel & Complex Payments website	http://finance.uncc.edu/about-us/controllers-office/travel-complex-payments
Website	Financial Services Forms website	http://finance.uncc.edu/forms

VIII.3.2 Other helpful sites

Related topic	Title	Location
Air travel	Charlotte Douglas Airport Parking information	http://charmeck.org/city/charlotte/Airport/Parking/Pages/default.aspx
International travel	XE currency converter	http://www.xe.com/travel-expenses-calculator/
International travel	UNC Charlotte Export Control	http://research.uncc.edu/compliance-ethics/export-control
International travel	US Dept. of State Foreign Per Diem Rates	http://aoprals.state.gov/content.asp?content_id=184&menu_id=78
Mileage	Google Maps	https://maps.google.com/maps?hl=en
Mileage	MapQuest	http://www.mapquest.com/
Motor fleet	Motor Fleet website	http://facilities.uncc.edu/our-services/general-services/facilities-operations/services-and-shops/motor-fleet
Motor fleet	ARCHIBUS login for Motor Fleet requests	https://archibus.uncc.edu/archibus/login.axvw
Motor fleet	Legal Affairs Liability Insurance Information	http://legal.uncc.edu/sites/legal.uncc.edu/files/media/mvins.pdf

VIII.3.3 Guiding Resources

Title	Owner	Location	Last accessed
NCGS §138-5, 138-6, 138-7	NCGA	http://www.ncga.state.nc.us/gascrpts/statutes/statutelookup.pl?statute=138	11/18/13
State Budget Manual	OSBM	http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf	11/19/13
Taxable Fringe Benefit Guide 2014	IRS	http://www.irs.gov/pub/irs-pdf/p5137.pdf	11/26/13
Motor Fleet Management Regulations	NC DOA	http://www.ncmotorfleet.com/documents/mfmregs.pdf	11/19/13

PROCESS HISTORY

Version	Approval Date	published by	Purpose
Original	July 2007	Process Owner	Establish Document
Revision 1	6/19/09	Process Owner	Vice Chancellor approval documented
Revision 2	9/1/2010	Process Owner	Updated receipt requirements
Revision 3	5/2/2011	Process Owner	Updated direct billing hotel list
Revision 4	1/15/2013	Process Owner	Added International Travel section – Export Control Requirement
Revision 5	2/6/2013	Process Owner	Updated contacts and links and corrected paragraph error page19
Revision 6	3/5/2013	Process Owner	Updated account code ref for candidate meals
Revision 7	1/23/2015	Process Owner	Revised format; updated key guidance in all sections
Revision 8	3/31/2015	Process Owner	Revised web links throughout document
Revision 9	7/14/2015	Process Owner	Updated for 2015-17 Travel Subsistence Rate Change effective July 1, 2015 and 60 day reimbursement requirement effective July 15, 2015

APPENDIX I: HOW TO PAY

The following is a quick reference guide to show which payment methods can generally be used for travel expense categories. Please see specific guidance for exceptions, stipulations, and other requirements. The P-card is the preferred method of payment for expenses to be paid prior to travel and should be used for all expenses that will not be paid via reimbursement if possible.

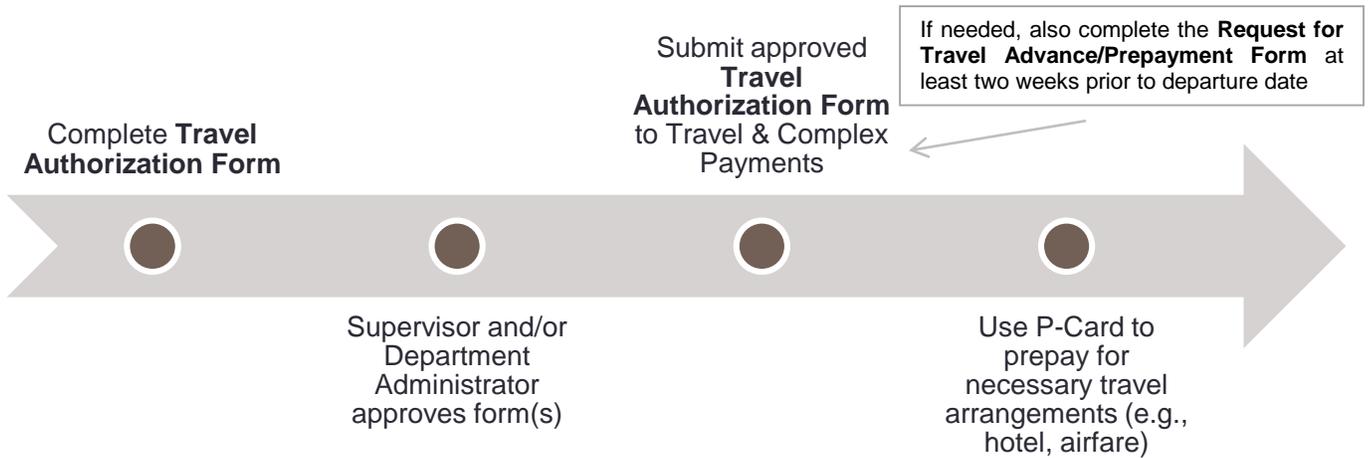
Business Expense	P-card	Direct Bill	Travel Reimbursement	Other – see Section
Registration Fees	X		X	
Airfare	X	X	X	
Mileage			X	IV.3.2
Motor Fleet vehicle				II.1.4.4
Rental Car	X	X	X	
Train, bus, subway, taxi fare	X		X	
Commercial hotels	X	X (local)	X	
Meals			X	

Note that prepayments are available for registration fees, airfare, and hotels **only if** all other payment options are unavailable.

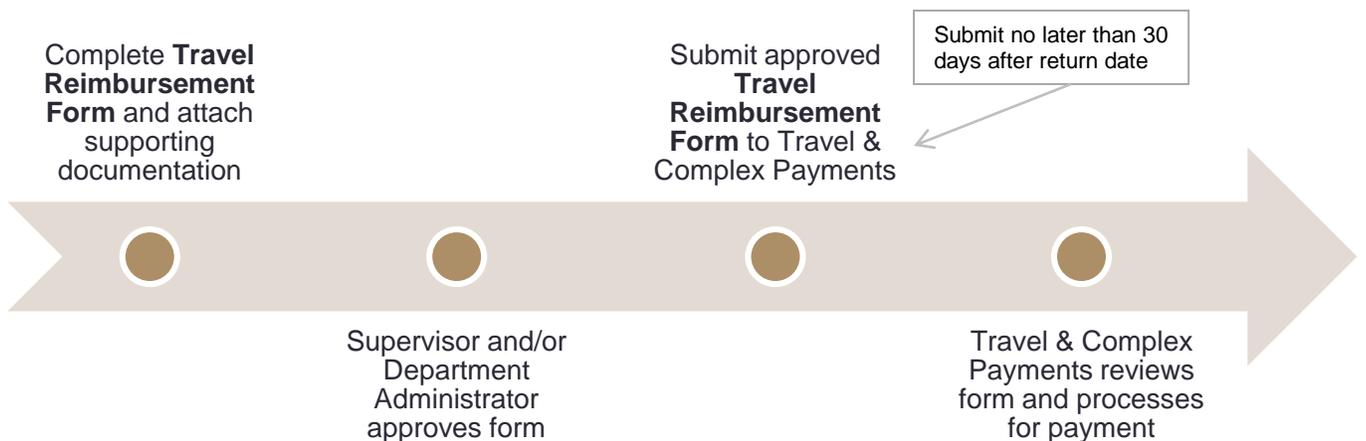
APPENDIX II: Travel Process Flowchart

The following is a high-level flowchart of the travel authorization, prepayment, and reimbursement processes at UNC Charlotte.

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