



THE UNIVERSITY *of* NORTH CAROLINA  
**GREENSBORO**

## Travel Manual

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*Policies and Procedures for faculty/staff regarding payment for travel expenses incurred for UNC Greensboro.*

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# Travel - Overview

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## **Purpose/Scope**

The Travel Manual provides basic information on travel policies and procedures. The manual is based on [The State Budget Manual, Section 5](#), which sets forth travel policies and regulations relative to securing authorization and reimbursement of expenditures for official state travel. The administration and control of travel is in accordance with the provisions of [General Statutes \(G.S.\) 138-5, 138-6, and 138-7](#). The University must also comply with [IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses](#).

The policies and procedures as stated in this manual apply to State Budgeted Funds deposited with the State Treasurer, whether derived from appropriations or agency receipt; Institutional Trust Funds; and Contracts and Grants.

## **Policy**

Allowable travel expenses will be reimbursed to authorized University personnel and other individuals traveling on official state business. All travel is contingent upon availability of funds.

The policies and procedures set forth in this manual applies to all University of North Carolina at Greensboro faculty, staff, students and other individuals who travel on behalf of the University. Before travel expenditures are incurred, all travelers and administrative personnel should be aware of the travel policies and procedures stated in this manual. Please refer travel questions to Accounts Payable (336-334-5798) or email at [travel@uncg.edu](mailto:travel@uncg.edu).

**Official State Business:** Official state business occurs when the State employee or other person is traveling to attend approved job related training, work on behalf of, officially represent, or provide a state service upon the State's or University's request.<sup>§5.0.3</sup> Travel that does not directly benefit the State and the University will not be reimbursable.

**Employee Responsibility:** Before traveling the individual must read, understand and abide by the policies and procedures set forth in this manual. Prior approval authorization for overnight travel is delegated to the traveler's supervisor. Travelers must complete the Travel Authorization portion of the [Form TRV-1](#) prior to overnight travel. The employee who is traveling on official state business for the University is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard.<sup>§5.0.2</sup> Travelers will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Traveler's Supervisor Responsibility: Approval authorization for travel is delegated to the traveler's supervisor. This individual's approval indicates that appropriate review of the cash advance/reimbursement has been made, and the travel conforms to all rules and regulations and is properly supported with valid documentation and receipts.

Timely Submission: Travel reimbursement requests should be submitted to Accounts Payable **within 30 days of the return date.**<sup>NCGS [§138-6\(c\)](#)</sup> Per IRS accountable plan guidelines, any travel reimbursement requests submitted sixty (60) days or later after the return date will be taxable to the traveler. [IRS §62\(c\); Treas. Reg. §1.62\(c\)\(2\)](#)

## Foreign National Visitors/Non-Resident Aliens

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Foreign national visitors/non-resident aliens may be employees of the University, as well as non-employees. Dependent upon their specific circumstances, their visa type, and purpose of travel as it relates to their purpose of visiting the US/UNCG, the following may apply: 1) the travel expenditure is allowed without tax withholding, 2) the travel expenditure is allowed, but requires tax withholding, or 3) the travel expenditure/reimbursement is not allowed. Only holders of certain visa types are eligible to receive travel reimbursements or benefit from University paid travel. Foreign national visitors/non-resident aliens are subject to withholding of taxes on travel reimbursement unless an exemption is provided by the IRS Code or an income tax treaty. To reduce or eliminate tax withholding on the reimbursement, a tax treaty must be in effect between the US and the individual's tax residence country. Call the Payroll Tax Manager at (336)334-5180 or email at [payrollt@uncg.edu](mailto:payrollt@uncg.edu) for details concerning eligible visa types and tax treaties. Request for tax withholding exemption involves submitting IRS Form 8233 to the Payroll Office, 270 Mossman Building, for forwarding to the Internal Revenue Service. IRS regulations require holding of reimbursement payments for ten days after the form is mailed to the IRS. In order to avoid delays in travel reimbursement to non-resident aliens, the Form 8233 should be received in the Payroll Office two (2) weeks prior to the date travel reimbursement is expected. If it is determined, within the Payroll Office that an individual is entitled to a travel benefit, the contents of this Travel Manual are applicable.

Please refer to the [Foreign National Visitor Tax Guide](#) and applicable NRA forms for clarification.

# Required Authorizations

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## Obtaining Approval to Travel

All overnight travel by University employees on University business is to be authorized by the Chancellor or Chancellor's delegate prior to the trip. Travel by senior University administrators, except for in-state day travel, requires authorization as follows:

- Travel by the Chancellor shall be authorized by the Vice Chancellor for Business Affairs.
- Travel by Vice Chancellors and others who report directly to the Chancellor shall be approved by the Chancellor or a person designated to do so by the Chancellor.
- Travel by Deans and others who report directly to the Provost/Executive Vice Chancellor shall be authorized by the Provost/Executive Vice Chancellor or a person designated to do so by the Provost/Executive Vice Chancellor.

Individuals who are designated to approve travel shall ensure that an alternate approver is available in cases where the principal approver is unavailable.

Senior University Administrators are defined as:

- Chancellor and direct reports to the Chancellor,
- Deans,
- Members of the Executive Staff who report directly to the Provost

For employees who are not designated as a senior University administrator, department heads, or comparable administrators have been given this delegation.

All foreign travel funded by contacts and grants requires prior agency approval.

Rubber stamps, digital stamps, or a copy of a signature will not be accepted. All signatures must be original. See Completing TRV-1 Form section on how to properly submit a travel authorization.

## Travel Advance Loans

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**Travel Advance Loans are only available under the following circumstances:**

- Student group travel
- Athletic team travel
- Blanket Athletic travel
- Blanket Admissions travel

- Research overseas for an extended period of time
- Travel expenses that are unable to be paid via credit card

Advances are not available to non-employees. A travel advance loan should not be requested unless it is necessary, and if requested, the advance request cannot be less than one hundred dollars (\$100) or greater than the estimated cost of travel. **A travel advance loan is a loan to the employee;** therefore it is the responsibility of the employee to ensure that the advance is either repaid or cleared by submitting Travel Authorization/Expense Report (Form [TRV-1](#)), and repaying any unused advance monies. Failure to repay the travel advance loan within thirty (30) days of the return date will lead to payroll deduction of the advance amount from the employee's next payroll check. If a payroll deduction is made from an employee's payroll check to repay a travel advance loan, the employee forfeits the right to participate in the Travel Advance Loan program and will no longer be eligible to receive travel advance loans.

The University sponsors an American Express card for frequent travelers. This card should reduce the need for travel advance loans. See University Policy on the [American Express Corporate Card](#) for more information regarding this card.

### **Advance Request**

A travel advance loan must be requested on a Travel Authorization/Expense Report, Form [TRV-1](#), which must be submitted to the Accounting Office at least two (2) weeks prior to intended travel. On Form [TRV-1](#) the sections "Travel Authorization" and "Travel Advance Loan/Payment to Vendor Prior to Trip" must be completed with authorizing signature(s). A copy should be sent to Accounts Payable and the original should remain with the traveler until completion of the trip at which time, it will be submitted with the finalized Form [TRV-1](#).

### **Blanket Travel Advance Loan**

For Athletic and Admissions employees who travel each month, an annual advance of funds may be issued equal to one month's average monthly expense. Each month, a reimbursement request will be filed for payment for expenses incurred the previous month. The blanket advance must be repaid as of June 20 annually. If it is determined that the monthly reimbursement has averaged less than the annual advancement, the advance must be reduced to the newly established amount.

### **Issuance of Travel Advance Loan**

The advance may be issued no sooner than five (5) calendar days prior to travel.

## Second Travel Advance Loan

A second travel advance loan can be made only if the traveler has submitted a Travel Authorization/Expense Report (Form [TRV-1](#)), covering the first advance. No more than two (2) travel advance loans can be outstanding to any traveler at any one time.

## Repayment of Travel Advance Loans

Within thirty (30) days following the completion of the travel, a Travel Authorization/Expense Report (Form [TRV-1](#)) for travel expenses must be submitted to the Accounts Payable or the advance must be repaid. Any unused monies from the advance must also be promptly paid. Travel advance loan repayments should be made by check payable to UNCG. DO NOT SEND CASH. If a reimbursement request form is not filed within thirty (30) days after completion of travel, the entire advance amount will be deducted from the employee's next payroll check. If a payroll deduction is made from an employee's payroll check to repay a travel advance loan, the employee forfeits the right to participate in the travel advance loan program and will no longer be eligible to receive cash advances.

## Trip Delay or Cancellation

If a travel advance loan is obtained and the trip is not taken, the advance must be repaid within forty-eight (48) hours of cancellation or if the original check has not been cashed, it may be returned to the Accounting Office to be voided. If the trip is postponed, the advance must be repaid and a new advance obtained against a new Travel Authorization/Expense Report, Form [TRV-1](#).

# Transportation

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## Air Transportation

- Confirmation of airfare travel or an itinerary cannot be used as proof of payment; an airfare receipt must be attached showing the payment method.
- Air coach is a reimbursable expense, but first class is not a reimbursable expense, except in rare cases in which a written justification is submitted in advance of the trip and approved.
- Flight insurance is not a reimbursable expense.
- Family members' airfare is not a reimbursable expense.
- If the airfare receipt has more than one name on it, the one requesting reimbursement must provide proof of the individual requested amount.
- If the flight has delays and results in a longer stay, proof must be provided.

- Change fees and cancelled reservations must have a written statement providing a business reason to be reimbursed.
- Frequent flyer miles earned by a state employee while traveling on state business at state expense are the property of the state.
- With sufficient justification and documentation and with approval of the department head, state employees can be reimbursed for usual, customary, and reasonable fees and services charges imposed by the travel agency for assistance in making travel arrangements. [§5.1.25](#)

### Airport Parking

- Airport parking will only be reimbursed for state business travel.
- Any parking rates considered excessive and only for the convenience of the traveler are not reimbursable. For example, use of an airport's hourly parking lot for an overnight trip would be considered excessive.
- Inappropriate or illegal parking that results in a citation will not be reimbursed.
- An original receipt showing amount and dates is required for reimbursement.
- Parking charges are entered on the "other" line on the Form TRV-1, and must be noted along with any other miscellaneous expenses on the second page of the travel form.
- The business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or one round trip with parking charges is reimbursable. Receipts are required for airport parking claims. [§5.1.35](#)

### **Chartered Aircraft**

The use of charter aircraft must be approved by the department head or his/her designee, provided the following is substantiated and put in writing:

- A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
- The use of a charter flight is more economical than a commercial flight.
- The use of a charter flight is necessary because of unusual travel circumstances.
- Prior to the trip the traveler must submit a Form TRV-1 form with complete written justification for utilizing a charter flight and must have authorized signatures approving the request.

### **Bus/Rail transportation**

- Traveler must have the original bus/rail receipts to obtain reimbursement. If receipts are not available, a credit card statement showing the amount paid may be provided. If a credit card statement is used, there must be identifying information included on the statement, such as the traveler's name so that the statement can be verified as belonging to the traveler.



- Railroad must have a receipt at “Coach Fare Rate”.

## Rental Car

- It is the intent of the state that state employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. Renting a car is often the least expensive option. For both in-state and out-of-state travel, rental vehicles shall be obtained through the [state’s term contracts](#) when available. [§5.1.27](#) The State of North Carolina, and accordingly UNCG, have state contract rental agreements with Enterprise, Hertz, and National Car Rental. Additional information is located at <http://purchasing.uncg.edu/policies/purchasingpolicies/>, section 4.2 State Term Contracts. [NC General Statute §116-13](#) allows purchases from other than the state term contract provided: the item is “substantially similar” to that on state contract, and the cost is less than state contract.
- Enterprise rental cars can be obtained through UNCG [Parking Operations and Campus Access Management](#).
- An itemized receipt must be provided; the rental car agreement will not suffice as a receipt.
- No reimbursement for rental car insurance will be made because state employees traveling on official state business are covered under the state’s auto insurance program. Additional insurance information is located at [rsk.uncg.edu/vehicle-insurance-information-certificates-forms/](http://rsk.uncg.edu/vehicle-insurance-information-certificates-forms/). Rental car insurance is included within the category of “Hired and Non Owned” vehicles.
- If the travel involves any personal travel time, the rental car amount must be adjusted.

## Personal Vehicle

- It is the intent of the state that state employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. With regard to passenger vehicle travel, whether in-or out-of-state, agency travel policies shall:
  - Maximize utilization of state-owned vehicles (agency-owned or agency-assigned vehicles owned by the Department of Administration),
  - Make use of state term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Services), and
  - Reimburse for use of personal vehicles on a limited basis. [§5.1.26](#)
- When state-owned vehicles are not available, the traveler must determine if using a rental car is more cost effective than using a personal vehicle by using the [Vehicle Rental Calculator](#).
- The business standard mileage rate is 54 cents per mile which reflects the current NC Office of State Budget and Management, as well as, [Internal Revenue Service](#) approved rate. However, if a state employee chooses to use a personal vehicle when the round trip exceeds 75 miles, departments will reimburse the employee at a

mileage rate of 34 cents per mile (the average motor fleet rate for permanently assigned passenger vehicles). Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained. Fines for traffic and parking violations are the responsibility of the state employee.

- If the traveler chooses to drive rather than fly when traveling out-of-state, an airfare comparison must be attached showing the mileage is the economical option. The airfare comparison should have the same days of the travel.
- If total mileage for reimbursement is over 75 miles, documented driving distances such as provided by [MapQuest](#), **must** be attached to the Form TRV-1 form requesting reimbursement.
- If there are multiple days of mileage for a single Form TRV-1, there must be a travel log attached showing: traveler's departure date; description of travel, destination and mileage for each day traveled.
- The mileage is calculated from the traveler's duty station or home whichever is closest and the return trip. If any extra mileage occurs there must be written justification submitted with the Form TRV-1.
- If the traveler leaves on a weekend from their home, mileage is still calculated from duty station or home whichever is closest.
- Mileage from duty station to the employee's home is not reimbursable.
- Extra mileage accumulated for non-essential travel is not reimbursable.

## Taxi

- Taxi fares to the hotel from the airport and from the hotel to the airport will be reimbursed. Use of Public Transportation - In lieu of using a taxi or airport shuttle, employees can be reimbursed without a receipt for up to \$5 each one way trip either from the airport to the hotel or meeting place and or from the hotel, meeting place to the airport. The traveler has the option of being reimbursed for the actual cost of the travel with the submission of an original receipt. [§5.1.35](#)
- If the traveler is using a taxi to go home from the airport or from home to the airport a written explanation must be provided.
- There must be a date on the taxi receipt that is within the date range of the trip.
- The actual costs of taxi and shuttle service fares are reimbursable when required for travel on official state business. The request must be documented with a receipt. The use of public transportation is reimbursable for actual costs with a receipt. [§5.1.35](#)
- Tips for taxi can be up to 15% of the fare and \$1 - \$2 a bag. [§5.1.3](#)

# Subsistence

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Employees receive allowances for meals and lodging for full days of travel. An explanation of the allowances that can be claimed for each circumstance are detailed below:

## Rate of Allowances

Meals	In-State	Out-of-State
Breakfast	\$8.30	\$8.30
Lunch	10.90	10.90
Dinner	18.70	21.30
Total	\$37.90	\$40.50
Lodging	\$67.30	\$79.50
24-Hour Period	\$105.20	\$120.00

## Twenty-four (24) Hour Period – Full Day

- A twenty-four (24) hour period is defined as the time between 12:01 a.m. and 12:00 p.m. midnight. It is synonymous with the calendar day.
- To obtain reimbursement for lodging, an itemized receipt of actual expenses from a commercial lodging establishment must accompany the travel reimbursement request. Reimbursement for lodging may only be made in the amount documented by lodging receipts.
- To qualify for reimbursement for lodging for overnight stays, the travel destination must be located at least thirty-five (35) miles from the employee’s regularly assigned duty station or home whichever is less.
- Out-of-state travel status begins the day the employee leaves the State and remains in effect through the day the employee returns to the State. Accordingly, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to leaving North Carolina and returning from out-of-state.
- Please see Third Party Lodging section of this manual for lodging other than hotel or motel.

## Less Than A Twenty-four (24) Hour Period – Partial Day

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 2 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 3 hours

- When traveling a partial day, the time of departure and/or return must be noted on the Request for Reimbursement of Travel and Other Expenses when filing for reimbursement.
- Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance. Excess lodging may be requested because the available lodging is more expensive than the state allowable amount. Supervisory personnel certifying the reimbursement request as necessary and proper must require documentation from the traveler to substantiate that the overnight lodging was necessary.
- The travel must involve a travel destination located at least 35 miles from the employee’s regularly assigned duty station or home whichever is less to receive reimbursement. Duty station is defined as the location where the employee is regularly assigned. The designation of an employee’s home as the duty station requires the approval of the department head.
- The hotel reservation dates must be within one calendar day of the purpose of travel.
- The travel reimbursement shall be filed within thirty (30) days after the travel period ends by submitting an original, itemized, paid hotel invoice along with a Form TRV-1, and including all of the appropriate signatures authorizing approval.
- When using an online travel site, you must request a “stay” receipt from the hotel indicating check-in/check-out dates, to submit along with your online billing receipt.
- If the lodging receipt has someone else’s name on it other than the one requesting reimbursement, or if the room was shared and there are two different credit card numbers on the folio, there must be proof attached matching the traveler’s request for reimbursement. [§5.1.5.5.1.6.5.1.7](#)
- Allowances for meals shall not exceed the rate of allowances.

- The amount of tips is included in the total of the meal allowance. [§5.1.10,5.1.11](#)
- Departure and arrival times must be listed on the reimbursement request.
- Meals included in other related activities, such as registration fees and conference agenda must not be duplicated as a reimbursement request.
- An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast. Receipts are not required for meals that will be claimed at state subsistence rates. [§5.1.10,5.1.11](#)

### **Meals/Registration Fee**

Registration fees may be paid by the department or the employee. When a registration fee includes the cost of one (1) or more meals, it is the responsibility of the agency to insure that reimbursements for such meals are not made to the employee in addition to the registration fee. The cost of any meals included in the registration fee must not be included in the reimbursement claims for registration. If a conference has a meal that an employee wishes to be reimbursed and is not included in the price of registration, a business reason must justify reimbursement for that meal i.e., round table meeting/lunch, award luncheon where the traveler is getting an award, etc.

### **Tips and Gratuity**

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under Subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. [§5.1.3](#)

## **Third Party Lodging**

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University sanctioned travel may occasionally stipulate the use of lodging in an apartment or home rather than a hotel or motel. This policy was developed as an internal method of authorizing third party lodging for anyone traveling on official University business.

When requesting to use third party lodging that exceeds State lodging rates, an appropriate comparison of local hotels may be submitted as evidence of savings to the University. Any requests that do not show a savings must provide sufficient justification to support the necessity for third party lodging. Each applicant must provide a completed Pre-Approval Third Party Lodging form ([TRV-TPL](#)) and a signed rental agreement to the approving party before approval may be granted for payment or reimbursement. Prior to forwarding to Accounts Payable each request must be approved by the Department Head or the Department Head's designee.

The following providers should not be considered as Third Party Lodging: Orbitz.com, Hotel.com, Travelocity.com, and Airbnb.com.

## Registration Fees

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State employees may be reimbursed for the actual amount of conference registration fees as shown by a valid receipt or invoice. Registration fees are typically charged to allow an employee to participate in a conference, and the fees are collected to defray the cost of speakers, building (room) use, handout materials, breaks and lunches. Registration fees are distinguished from tuition fees and should be reimbursed on a Form TRV-1.

### Breaks

“Breaks” may be included in registration fees and the employee may be reimbursed for such breaks as part of the registration fee.

### Tours and Social Events

The costs of optional tours, entertainment (plays, sporting events, etc.), and social activities are not reimbursable and, if included in the registration fee, must be subtracted.

### Substantiation and Reimbursement of Registration Fees

If requesting payment of advance registration fees, a copy of brochures, fee schedules, conference agenda, or other material listing the amount and various elements of cost included in the registration fee should be attached to the Travel Authorization/Expense Report (Form [TRV-1](#)). To request reimbursement for registration fees, a valid receipt or invoice must be provided with Travel Authorization/Expense Report (Form [TRV-1](#)).

## Entertainment Reimbursements

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- Entertainment expenses associated with the travel being reimbursed should be on the Form TRV-1 and not on a BANFIN-32, Direct Pay Authorization.
- A traveler can only be reimbursed for entertainment if he or she has taken others out for business purposes.
- An official state business reason must be stated for the entertainment.
- A list of individuals who were present must be included with the original itemized receipt.
- State funds cannot be used for entertainment, please fill in the appropriate fund number in the entertainment box.

- “Entertainment-Fund Holder’s Initials” must be filled in by the fund holder who is authorized on the fund being charged for the entertainment.
- Appropriate original, itemized receipts must be attached to the Form TRV1 to receive reimbursement for entertainment.
- For more information about entertainment please go to: [Financial Services Policy and Procedure Policy 8.](#)

## Non-Employee Travel Reimbursements

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### Students

All students who are in travel status are subject to the same travel and subsistence policies that apply to other University employees. Student travel expenses can only be paid or reimbursed if the student is on “official state business” that primarily benefits the university.

Travel expenses can be either business related or school related, depending on the purpose of the event and the student’s participation in the event.

Student employee travel expenses can be paid from state funds if the student is traveling on behalf of their position and the position is funded by state funds. Student travel expenses can also be paid from state funds, if approved in advance by the Dean or their designee, in the following circumstances:

- The student travel is for the purpose of fulfilling a course requirement (course number must be specified),
- The student travel is for the purpose of serving as the official representative of the University for an event,
- The student travel is for the purpose of presenting at a conference that primarily benefits the university, rather than the student.

Non-employee student travel must be paid from the appropriate funds supporting that purpose/activity. Non-employee student travel that may benefit the University, but require payment from non-state/trust funds, include travel for the following purposes:

- The student travel is to enhance the visibility of University programs to its peers, and future or current customers;
- The student travel is for the purpose of exchanging information and knowledge relevant to improving state funded program services;
- The student travel is for enhancing skills relevant to improving volunteer services that support state funded programs;
- The student deposited funds to UNCG to pay the total cost of the trip; or

- The student travel is for the purpose of other similar activities that relate to services supported by the university (detail description required).

Students can be reimbursed either for business or school related activities. All school related expenses should be treated as scholarships and must be submitted to and be approved by the Student Financial Aid Office, not through Accounts Payable or the PCard.

If the students do not provide any services, or they provide services that primarily benefit the students themselves, then the travel expenses are school related, and are not allowable to be paid through Accounts Payable or the PCard.

*Example 1:* A student travels to attend an academic conference, and presents her research paper on behalf of the University. As her contribution to the conference is affiliated with the University, she is providing services that primarily benefit the University. Therefore, the expenses are business related, and can be paid through Accounts Payable.

*Example 2:* A student travels to attend a workshop for educational purposes related to his own study. The student does not provide any service or contribute to the workshop on behalf of the University. The student does not share information from the conference with UNCG faculty and/or staff upon their return. Therefore, his travel expenses are school related --- not official state business and not part of the IRS accountable plan and should be considered part of his financial package.

*Example 3:* A student travels to attend a training event/program, and she presents and participates in the group discussion on the subject matter. As her participation is primarily for her own training, therefore primarily benefits herself, her travel expenses are school related --- not official state business and not part of the IRS accountable plan and should be considered part of her financial aid package.

If departments consider the travel expense to be business related, documentation detailing the purpose of the event and the student's involvement in the event must be attached. If the travel expenses do not qualify as business related, the reimbursement must be treated as school related and processed via the Student Financial Aid Office.

Travel by students for the purpose of participating in activities of student organizations or athletic contests must be paid from non-state funds supporting the particular organization or activity. **A completed Student Non-Employee Travel Agreement [Form TRV-S](#) should be approved in advance of the travel by the Department Head/Dean/Director, and attached to each applicable TRV-1, BANFIN-32, and/or PCard activity.** The approver of the completed TRV-S and [TRV-1](#) is responsible for insuring compliance with the funding source and travel policies. Travel expense reimbursement will not be made to a student non-employee traveler without the properly completed and approved TRV-S attached to the applicable TRV-1.



For student group travel, of which no reimbursement is being made to any students, an approved separate TRV-S form must be attached to all applicable documentation for payment.

### **Non-State Employees**

Non-state employees traveling on state business whose expenses are paid or reimbursed by the State of North Carolina are subject to these regulations, including statutory subsistence allowances, to the same extent as are state employees. Travel expenses for members of a non-employee's family are not reimbursable.

### **Prospective Professional Employees**

Department Heads or comparable supervisors are authorized to approve reimbursement of transportation expenses of prospective professional employees for employment interviews. These expenses are limited to transportation and subsistence for three (3) days (or 5 days if one of the days is a Saturday) at the in-state rate. <sup>15</sup>

### **Attendants for Handicapped Employees**

State policy does not permit the routine payment of salaries for attendants who are assisting handicapped employees. Payment of subsistence expenses (lodging and meal costs) for attendants may be reimbursed if advance approval is obtained from the Department Head, when an attendant is needed due to an overnight stay away from home on official state business.

## **Internal Conferences**

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### **Internal Conferences**

Internal Conferences are those that involve participation of employees within a particular department, institution or agency only.

#### Criteria for Authorized Internal Conferences

- The conference is planned in detail in advance, with a formal agenda or curriculum.
- Written invitation to participants, setting forth the calendar of events and the detailed schedule of cost
- No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meetings must be held in state facilities when available.
- ***No registration fee may be charged.*** [§5.8.5](#)

- Sponsoring departments may provide refreshments for “coffee breaks” provided there are twenty or more participants and costs do not exceed four dollars and fifty cent \$4.50 per participant. [§5.8.5](#)
- A department cannot use state funds to provide promotional or gift items to be distributed at the conference.
- A department cannot use state funds to support or underwrite a rally, celebration or similar function.
- A department cannot use state funds to support or underwrite a meeting, assembly, conference, seminar or similar function by whatever name called that promotes any cause or purpose other than the mission and objective of the department.

### **Informal Meetings with Guests of Department Heads**

State employees who are elected by a vote of the people or appointed by the governor, the president of the University of North Carolina, the chancellors of the constituent institutions of the University, and the president of the Community College System may be reimbursed from state funds for actual costs of meals, for themselves and individuals who are not state employees who are their guests, when accompanying them in the course of conducting state business. Department Heads may be authorized to pay honorarium to non-state employees for expenses in lieu of per diem rate reimbursement.

## **External Conferences**

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### **External Conferences**

External conferences are those that involve the active participation of persons other than the employees of a single state department, institution or agency.

Whenever feasible, conferences should be held in facilities owned by state departments. When necessary, non-state facilities may be rented and the cost charged to account code 238210 – conference room rental without allocation to participants’ daily subsistence allowances. [§5.8.3](#)

### **Authorized External Conferences**

Conferences sponsored or co-sponsored by a state department are considered authorized when they meet the following requirements:

- There are a substantial number of participants, with at least twenty-five (25%) percent of the participants coming from outside the local area.
- The conference is planned in detail in advance, with a formal agenda or curriculum.

- There is a written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.

### **Registration Fees**

- Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers.
- Tours, entertainment, and social activities are not reimbursable and should not be included in registration reimbursement.
- Traveler must provide an itemized, original receipt showing traveler's name, amount and payment method. A credit card statement only showing the name of conference and amount does not provide enough information.
- Registration fees exceeding thirty dollars \$30 may be charged by the sponsoring department to participants for costs of external conferences.
- A conference agenda, brochure, or other supporting documentation should be attached to the Form [TRV-1](#) to provide information about the event.

### **Meals**

- The cost of any meal included in registration fees must not be reimbursed under the registration account code; it must be subtracted and included in the requested daily subsistence.
- If the conference breaks out the meal from the registration amount, the meal will not be reimbursed.
- If the traveler is requesting reimbursement for a meal, not included in registration, there must be evidence that this meal was mandatory.

### **Refreshments at Assemblies**

Sponsoring departments may provide refreshments for "breaks" provided there are twenty (20) or more participants and costs do not exceed four dollars and fifty cents (\$4.50) per participant per day. [§5.8.5](#)

### **Budgeted External Conferences**

When conferences are to be held under the sponsorship of a state department in which the funding for all participants is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the Department Head. The authorization must provide:

- Purpose and duration of the conference,
- Number of persons expected to attend,

- Specific meals to be served at the conference; (Payment for meals can only be made when such conference involves the active participation of persons other than the state employees and must be necessary for conducting official State business),
- Approximate daily subsistence cost per person,
- Name of the conference center, hotel, caterer, or other organization providing the service.

Payment will be made only when sponsoring departments provide the following documentations:

- An itemized invoice showing the approval of the department head, and
- A list of names and affiliations of those attending.

It is the responsibility of the department to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to conference participants.

## International Travel

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A Form TRV-1 is filled out with prior approval and appropriate signatures for any out-of-country travel, consistent with any travel, if it involves an overnight stay. Prior approval authorization for overnight travel is delegated to the traveler's supervisor or authorized personnel.

All foreign travel funded by contract or grant funds requires prior approval of the funding agency. Federal contracts and grants require the use of US Flag carriers unless otherwise approved by the sponsoring agency.

Employees may elect to claim the subsistence rate\* for meals plus incidental travel expenses (M&IE) published by the Department of State for any foreign travel funded by a federal agency on a contract or grant fund. This decision must be made prior to submitting the proposal to the funding agency and the appropriate federal per diem requested in the proposed budget.

Foreign travel charged to state funds or trust funds may use either state rates for subsistence or the federal per diem depending on the availability of funds and subject to the prior approval of the supervisor and authorized fund holder.

If an employee elects to claim the federal per diem, regardless of funding source, the published per diem is the maximum amount that can be reimbursed. ***Excess Subsistence for Lodging will not be allowed.*** A receipt of lodging expenses from a commercial lodging establishment must be presented for reimbursement.

If the currency is other than USD a printout showing the currency conversion for the dates used must accompany the travel to substantiate the currency conversion. Documentation may include a bank/currency exchange receipt which reflects the initial currency exchange plus administrative fees to arrive at the net currency exchange. [OANDA.com](http://OANDA.com) is a web-site that can be utilized to show matching converted currency amounts along with the appropriate date of disbursement.

\*International rates for meals plus incidental travel expenses (M&IE) are available on the [US Department of State](http://US Department of State) website.

## Travel Tips

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### Form TRV-1 Travel Preparation

- Travel plans should be approved in advance of the trip by having the top portion (Travel Authorization) of the TRV1 form filled out completely and signed by the traveler (left top) and Supervisor/Dean (right top).
- Rubber stamps, digital stamps, or a copy of a signature will not be accepted, all signatures must be original.
- Plan ahead and allow at least seven (7) business days for travel to be audited and reimbursed.
- Obtain original receipts and/or corroborating documentation, such as a credit card statement with identifying information for any and all expenses that are being requested to be reimbursed. Please do not tape over important information on these receipts, such as dates, amounts etc. as this will erase the information. The original receipt should show the cost of goods or services provided; it should have the travelers name on it or other identifying information, and show the date and the method of payment.
- Complete travel reimbursement forms and send to Accounting Services 270 Mossman Building within 30 days of trip return.
- Any incomplete information will delay the reimbursement.

### Prepayments

- Prepayments are for airfare and registration.
- These expenses can be reimbursed prior to departure with the original paid receipt.
- When preparing to reimburse a traveler for a prepayment, prepare the “Travel Authorization” portion of the travel form, fill in the prepayment amount in the “Reimbursement of Expenses Paid By Traveler” section, and attach the original receipts. Make a copy of the travel form to submit (keep the original in the traveler’s department to submit when the trip is complete). Although a copy will be submitted at this time, all the signatures at the bottom (by traveler and Supervisor/Dean) which justify reimbursement to be made must be original signature – stamp approvals are not

acceptable. Once the trip is complete, submit the original Form TRV-1 with original signatures both top and bottom and all original itemized receipts for final reimbursement.

### **Prepayments to vendors**

- Prepayments to vendors are made in the section in the middle of the Form TRV-1 form “Payment to Vendor Prior to Trip”.
- The PCard may be used to pay some vendors. The list of allowable travel expenses on PCard is located on the Purchasing website.
- Do not use a BANFIN-32 for these payments because all payments pertaining to the travel for one specified trip need to be on a TRV-1 form.
- If the vendor is not already in the Banner System, please obtain a W-9 from the vendor and submit with the FormTRV-1 requesting payment.
- This section must have the fund number, authorized initials, amount of payment, and account number completed.
- When paying a vendor the bottom part of the Form TRV-1 and the bottom signatures are not needed. The top signatures and the initials for the fund will be sufficient for payment.
- Attach an original vendor invoice to the Form TRV-1 for payment to the vendor.

### **Revisions**

- Revisions are only allowed when a finalized trip needs to be modified. For example; if an additional receipt was found after the final reimbursement had already been submitted and processed.
- A copy of the original travel reimbursement should be submitted to the Accounts Payable, marked “REVISED” in red and include all original receipts pertaining to the revised amounts. All revisions must be approved and include appropriate original signatures.

### **International Travel**

- All international travel charged to a fund number that starts with 200-225 (grant funds) must be approved by Contracts and Grants before submitting to the Accounts Payable.
- International travel requires original receipts, consistent with domestic travel.
- If the currency is anything other than USD a printout showing the currency conversion for the dates used must accompany the travel to substantiate the currency conversion. Documentation may include a bank/currency exchange receipt which reflects the initial currency exchange plus administrative fees to arrive at the net currency exchange. [OANDA.com](http://OANDA.com) is one web-site that can be utilized to show matching converted currency amounts along with the appropriate date of disbursement.
- Meal reimbursement for international travel may be reimbursed at the out-of-state rates or foreign per diem rates. For out-of-state rates, see Subsistence Section of manual. Foreign per diem rates can be reviewed on the US Department of the State website.

- Reimbursements for cost-incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his or her duties, is required to travel overseas for official state business. [§5.1.19](#)
- Employees traveling internationally on overseas flights may be reimbursed actual business class fare (substantiated by receipt) with prior approval of the department head.

### **Direct Deposit**

All employee direct deposit reimbursements will be deposited into the traveler's bank account according to their bank's schedule.

### **Other**

The "other" line on Form TRV-1 is for parking fees, telephone charges, gas, and other extra expenses. Airfare baggage fees do not belong on this line. Airfare baggage fees should be included in the airfare total.

## **Travel Terms**

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**Travel:** All activities involving expenses for transportation, subsistence, or registration, which are authorized to be paid from state funds and/or non-state funds.

**Statutory Rate:** The rates set by North Carolina General Statutes (G.S.)

**In-State:** Within the borders of North Carolina

**Out-of-State:** All of the United States except North Carolina, Alaska and Hawaii

**Out-of-Country:** Outside of the continental United States

**Subsistence:** Lodging and meals which includes gratuities.

**State Employee:** Any employee, whether temporary or permanent, who is paid on a state payroll.

**Duty Station:** The job location where employee spends the majority of working hours. For an employee in a travel status the majority of the time, duty station is either home or office.

### **Non-Employee:**

- A consultant whose compensation is not paid through the University payroll system.
- An employee of another governmental jurisdiction-local or federal-in whose travel the state may have a business interest.

- A prospective state employee (includes University faculty or staff)
- An enrolled student at UNCG, not on Payroll, or an enrolled student at another university or college

## Completing the TRV-1 Form

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### General

The TRAVEL AUTHORIZATION/EXPENSE REPORT, Form [TRV-1](#), must be utilized by all university departments, schools, and offices to obtain approval to travel and to request reimbursement of travel expenses.

The [TRV-1](#) form is available on the Financial Services website.

### Form [TRV-1](#) – Travel Authorization/Expense Report

The Travel Authorization/Expense Report is initiated by travelers conducting university-related business.

If travel advance loan or payments to vendors prior to trip are required and the trip involves an overnight stay, the traveler must complete the TRAVEL AUTHORIZATION section of the form and obtain the proper approval(s) **before** the travel is to take place. Retain this signed form until completion of travel.

If a travel advance loan and/or payment to vendor prior to trip are required and the trip involves an overnight stay, the traveler must complete the TRAVEL AUTHORIZATION and TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP section. Please note that some registrations are due well in advance of the beginning of a conference. A copy of the form is to be sent to Accounts Payable at least 10 business days prior to travel, or 10 business days prior to any registration deadline, whichever is earlier. Do not send the original [TRV-1](#) form to Accounts Payable before the trip has been completed.

The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD section must be completed and submitted to Accounts Payable within 30 days of the return from trip.

### Completing the TRAVEL AUTHORIZATION Section:

All items must be completed by the traveler.

If the traveler is a non-resident alien, attach NRA001 form with required documentation.



**TRAVELER'S NAME:**

The traveler's name.

**UNIVERSITY I.D. NUMBER:**

The traveler's University identification number.

**UNCG EMPLOYEE:**

Check yes if an employee.

**TELEPHONE NUMBER:**

Fill in the contact person's telephone number.

**DATE FILED:**

Date travel authorization is prepared.

**ADDRESS:**

If an employee, the traveler's campus address. If not an employee, the traveler's home address.

**ARE YOU A STUDENT?:**

Check applicable box.

**CITIZENSHIP STATUS:**

Check applicable box.

**DESTINATION:**

The traveler's destination.

**DESCRIPTION:**

Check the appropriate box for reason for travel. (Official State Business occurs when a University employee or other person is traveling to attend approved job related training, work, on behalf of, officially represent, or provide a state service upon the University's request. Academic Credit and Student Activity are for student use only.) Provide a brief explanation of the travel's purpose. If an association meeting or convention is being attended, you may abbreviate.

**ESTIMATED COST OF TRIP:**

Fill in estimated cost of trip not exceeding the expected reimbursement. Use worksheet on back of form for assistance.

**PERIOD COVERED BY THIS VOUCHER:**

The begin and end dates of the proposed travel.

**TRAVELER'S SIGNATURE:**

The traveler's signature.

**SUPERVISOR/AUTHORIZING SIGNATURE(S):**

The supervisor's signature indicates the approval of the business travel and any specific exceptions relative to lodging, the use of a personal car or rental vehicle, airport parking, and any other exceptions for valid University business purposes. See Required Authorization section of this manual.

**Completing the TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP Section:**

This section needs to be completed only if the traveler requests a travel advance loan or requests items be paid directly to the vendor prior to trip.

The travel advance loan requested can be no more than the estimated cost, and can be no less than \$100.

If payment to vendor for airfare or registration is required, complete the necessary items in this section and attach the original invoices for payment.

Send a **copy** of the partially completed form to the Office of Accounting Services for processing. The original should be kept in the traveler's office for completion at the end of travel.

**TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP:**

**FUND NUMBER FOR COSTS PAID PRIOR TO TRIP:**

Fill in six-digit fund to charge. The fund holder's initials and supervisor's signature must be on the Supervisor/Authorizing Signature(s) line in the 'Travel Authorization' section.

**ADVANCED LOAN REQUESTED:**

Fill in amount of loan advanced requested.

**VENDOR:**

Fill in vendor name.

**AIR:**

Fill in amount of airfare paid by the University and attach original invoice. Select appropriate account code.

**REGISTRATION:**

Fill in amount of registration paid by the University and attach original invoice or supporting documentation showing amount of fee. Select appropriate account code.

**Completing the REIMBURSEMENT OF EXPENSES PAID BY TRAVELER/OR CHARGED TO PCARD Section:**

On the original form where authorization was granted by completion of the 'Travel Authorization' section, complete the transportation, subsistence, and other items in this section showing actual expenses. Note that any items paid by the University prior to travel (per the TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP section) should not be included in this section.

Any 'other' expenses must have a receipt or an explanation attached to the TRV-1 form. The supporting explanation may also be written in the box on the reverse side of the form.

Entertainment expenses claimed must include who was entertained, its business purpose, and must be supported by itemized receipts. Entertainment expenses may not be charged to a state fund (11XXXX). If the fund holder is someone other than the person authorizing the travel reimbursement, the person authorized to sign for the fund being used to reimburse entertainment expenses must initial the approval area.

Reconcile any amount due to the traveler or the University. Show amounts due the University in parentheses and attach a check in that amount to the TRV-1. Checks should be made payable to UNCG. Do not send cash.

**Transportation:**

Actual cost for appropriate transportation. Attach receipt unless paid prior to trip by the University. Do not include any amounts paid by the University prior to trip.

**MILEAGE:**

Actual mileage, the rate per mile, and the total amount. See Transportation section of this manual for current mileage rates.

**RENTAL CAR/TAXI:**

If rental car is used, attach receipt. Cost of insurance is not reimbursable. See Transportation section of this manual for rules concerning car rental.

**Subsistence:**

**HOTEL:**

Actual number of nights at a commercial lodging establishment, room rate (including tax) per day, and the total amount. **Original receipt must be attached.**

**MEALS:**

The number of breakfasts, lunches, and dinners the traveler claims, the per diem amount per

meal, and the total amount. See Subsistence section of this manual for rules and per diem rates concerning meals. Meals cannot be claimed if included in a conference registration fee.

**Other:**

**REGISTRATION:**

Actual cost of registration fees. Attach receipt unless paid prior to trip by the University. Do not include any amounts paid by the University prior to trip.

**OTHER:**

Attach explanation or use back of form. This section may be used for business telephone calls, faxes, postage, baggage tips, etc.

**TOTAL EXPENSES TO BE REIMBURSED:**

Sum of expenses to be reimbursed.

**ENTERTAINMENT:**

Attach itemized receipt and on reverse side of receipt list who was entertained and business purpose of entertainment. The fund holder's initials must appear below the fund number.

**LESS TRAVEL ADVANCE LOAN RECEIVED:**

Enter travel advance loan received from 'Travel Advance Loan/Payment to Vendor Prior to Trip' Section.

**TOTAL DUE TRAVELER/UNCG:**

Calculate amount due to traveler or UNCG. Reconcile any amount due to the traveler or the University. Show amounts due the University in parentheses and attach a check in that amount to the TRV-1. Checks should be made payable to UNCG. Do not send cash.

**TRAVELER'S SIGNATURE:**

Traveler's signature stating that expenses listed are accurate and were incurred for University business.

**SUPERVISOR'S SIGNATURE(S):**

Signature of supervisor of traveler stating that the reimbursement request is just, necessary and reasonable and in compliance with University policies.

**FUND NUMBERS:**

List funds to charge.

**FUND HOLDER INITIALS:**

If the fund holder is someone other than the person authorizing the travel reimbursement, then those approvals for any funds listed must be obtained separately under 'Fund Initials'.

**AMOUNT REIMBURSED:**

Fill in the total dollar amount to be charged to the six-digit fund number. The total of the 'Reimbursable Amounts' column must equal the total in the 'Total Expenses to be Reimbursed' box.

**COMMENTS:**

Add any additional comments, if necessary, to process travel authorization.

**TRV-1 FORM COMPLETED BY:**

Print name and telephone number of individual completing travel authorization.

[Form TRV-1, Travel Authorization/Expense Report](#)

# References

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[OSBM Budget Manual](#)

[North Carolina General Statutes](#)

[Internal Revenue Service](#)