



DEPARTMENT of WORLD LANGUAGES AND CULTURES

Travel Policies and Procedures

Please see the UNCW Travel Office website for more details: www.uncw.edu/travel/employees

Travel reimbursements are issued at the conclusion of your trip. Only airfare, registration, rental cars and motor fleets may be prepaid by UNCW. All other expenses must be paid by the traveler and submitted for reimbursement within **30 days** of returning from your trip.

NOTE: No one other than the traveler may be reimbursed for travel expenses. If someone else pays, you won't be reimbursed for that expense.

First Things First

- If you receive a **travel award or sponsorship**, send the notification email to Olivia first thing.
- Complete the [Faculty Travel Request Form](#) located in Sharepoint and give it to Olivia.
- Promptly respond to emails for travel approval in [E-Travel](#), located in U-Business.
- All sponsored trips must be approved well in advance of the travel dates.
- If you are seeking reimbursement after-the-fact, you must provide adequate justification.
- Travel must always first be approved by the traveler, supervisor and budget authority.
- Travel using grant funds must be approved by the grant officer.
- Travel outside the contiguous U.S. must be approved by the Chancellor/Vice Chancellor.

Travel Dates

- You are allowed **one day before and one day after** your business dates for traveling.
- Your business dates are determined by the duration of your **official UNCW business**.
- Conference dates will be determined by what is listed on the program or website.
- Any non-business-related dates are considered **personal days** and will not be reimbursed.
- See Olivia if your trip occurs over the **summer** (May-August).
- If you return after mid-June, you will be reimbursed after July 1.

Conferences

[Registration](#) may either be prepaid by UNCW or reimbursed after your trip.

- **OPTION 1:** For UNCW to pay on your behalf, give Olivia your completed registration form. Include who the check must be paid to and what address it must be mailed to. If the amount depends on the member type or date submitted, notify Olivia (e.g. early bird registration, member discount).
- **OPTION 2:** To be reimbursed, provide an original receipt showing registration payment made in full by the traveler. Web receipts are acceptable if the information is the same. If a receipt is not available, request one from the conference and provide an email for explanation.



Meals Per Diem

Meals are automatically calculated by the State's set per diem rates. Reimbursement only.

- **No meal receipts required.** Rates are pre-determined based on your destination.
- The time of day when you leave and return determines your [meal eligibility](#).
- If meals are provided by your hotel or conference, you will not be reimbursed for them.
- If an employee takes a group of people out for a meal, it is [business entertainment](#). Provide original, itemized receipts with a list of guests and a description of the business. Alcohol is not reimbursed.
- **Foreign meals rates** are determined by the [U.S. Department of State website](#) based on the city and travel dates. Please check the website to confirm your rates. If you travel occurs over more than one month, your rates may vary.

	In-State	Out of State	Foreign
Breakfast	\$8.30	\$8.30	U.S. Department of State
Lunch	\$10.90	\$10.90	U.S. Department of State
Dinner	\$18.70	\$21.30	U.S. Department of State



Lodging

Employees may only be reimbursed for lodging during their official business dates. You cannot be reimbursed for lodging during personal days.

[Hotels](#) provide a receipt upon checkout. Single-occupancy rate only.

- Receipts must show a zero balance, meaning the full amount was paid by the traveler.
- If multiple guests will share a room, provide a price comparison for single-occupancy.
- Maximum in-state lodging is **\$67.30** per night. Out-of-state lodging is **\$79.50** per night.
- Foreign lodging rates are determined by the [U.S. Department of State](#) by country.
- If your expense exceeds the maximum daily rate, explain why (e.g. conference hotel).

[Third Party Lodging](#) must be approved well in advance of your actual trip.

- This includes rented apartments, private homes, time shares, or campus dormitories (e.g. Airbnb).
- Allow time for review by the Office of State & Budget Management (OSBM). If rejected, you will not be able to be reimbursed for third party lodging.
- **PROCEDURE:** For OSBM review, provide a memo to the Travel Office, an [OSBM Exception Form](#), and a copy of the rental agreement. Visit the website for specific details.
- For reimbursement after your trip, provide Olivia with an original, itemized receipt.



Transportation

Employees must depart from Wilmington, NC and return to Wilmington, NC for business travel. If you have a different departure city, you must provide price comparisons for transportation.



Flights may either be prepaid by UNCW or reimbursed after your trip.

- **PREPAID OPTION:** Contact Maupin Travel to select your flight. Send your itinerary to Olivia. When prompted, approve the payment request in E-Travel. Prepaid flights incur a service fee from the agency (about \$30). Flights can be bought in the current fiscal year even if you aren't returning until June-August. UNCW will not purchase flights for anyone other than the traveler.
- **REIMBURSEMENT OPTION:** Your airfare receipt must show a ticket for only yourself. If paid by credit card, the last four digits should be shown and your name should be on the card. You may need to provide a credit card statement showing that you paid.



Mileage for personal vehicles can be reimbursed upon return. No prepaids.

- Mileage is automatically calculated at **\$0.54 per mile** for trips under 75 miles roundtrip.
- Trips exceeding 75 miles roundtrip will be reimbursed for **\$0.34 per mile**.
- Do not provide gas receipts.
- Estimate your roundtrip mileage by entering your destinations in Google Maps.
- You cannot be reimbursed for traveling from home to your duty station.
- If traveling on a regular basis, submit a [mileage log](#) to Olivia by the end of each month.



Rental cars may either be prepaid by UNCW or reimbursed after your trip.

- Decline waivers, insurance, roadside assistance or other upgrades. UNCW covers these.
- **PREPAID OPTION:** Work with Olivia to reserve your rental car with Enterprise. Additional insurance, GPS charges or upgrades will not be reimbursed. You are only entitled to a compact/standard car unless a larger vehicle is justified. No additional drivers, unless they are UNCW faculty/staff.
- **REIMBURSEMENT OPTION:** Give Olivia your rental car receipt and gas receipts when you return. Fuel Service Option is not allowed. Additional insurance, GPS charges or upgrades will not be reimbursed. You are only entitled to a compact/standard car unless a larger vehicle is justified. No additional drivers, unless they are UNCW faculty/staff.



Motor fleets are rented through Parking & Transportation. Prepaid only.

- **IMPORTANT:** Complete [Safety Training](#) either online or in person with campus Police.
- Work with Olivia to reserve your 14-passenger bus at least one week in advance.
- Buses may be rented by drivers age 21+ with at least 5 years of driving experience.
- Drivers must have a valid license and must be active UNCW employees on the payroll.
- Students and temporary employees are also eligible to operate buses.



Other Transportation: original, itemized receipts required. No prepaids.

Parking fees Taxis Shuttles Buses Subways Trains Water transport Toll fees