



DEPARTMENT of WORLD LANGUAGES AND CULTURES

# Employee Travel Policies and Procedures

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UNCW Travel Office website: [www.uncw.edu/travel/employees](http://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*

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- If you receive a **travel award or sponsorship**, send the notification email to Olivia first thing.
- Complete the [Faculty Travel Request Form](#) and give it to Olivia.
- Promptly approve travel emails from [ChromeRiver](#). The system may be accessed from MySeaport.
- 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 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*

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- 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.
- **Personal days** are not reimbursed. You must provide cost comparisons if you have personal days.
- See Olivia in advance if your trip occurs over the **summer** (May-August).
- If you return after mid-June, you will be reimbursed after July 1 due to fiscal year conditions.

## *Conferences*

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**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 reimbursed at the State’s 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. **WLC reimburses international travel at the out-of-state rate.**

	In-State	Out of State	Foreign
<b>Breakfast</b> (depart before 6am)	<b>\$8.40</b>	<b>\$8.40</b>	<a href="#">U.S. Department of State</a>
<b>Lunch</b> (depart before 10am or return after 2pm. No lunch on day trips)	<b>\$11.00</b>	<b>\$11.00</b>	<a href="#">U.S. Department of State</a>
<b>Dinner</b> (depart before 5pm or return after 8pm)	<b>\$18.90</b>	<b>\$21.60</b>	<a href="#">U.S. Department of State</a>



## Lodging

*Employees can only be reimbursed for lodging for official business dates. Personal days are not covered.*

**Hotels** provide a receipt upon checkout. Single-occupancy rate only. Reimbursement 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 **\$71.20** per night. Out-of-state lodging is **\$84.10** 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, best rate, etc.).

**Third Party Lodging** must be approved before your trip. Reimbursement only.

- This includes rented apartments, private homes, timeshares, 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 and return to Wilmington, NC within one day before and after your business dates. If you have a different departure city or personal days, 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. Prepaid flights incur a service fee from the agency (\$27 domestic, \$30 international). Flights can be purchased in the current fiscal year even if you aren't returning until June-August.
- **REIMBURSEMENT OPTION:** Leave your receipt with Olivia. Your airfare receipt must show a ticket for only yourself (no additional travelers). Be sure the credit card used is in your name and that your name appears on the receipt. You may need to provide a credit card statement.



**Mileage** for personal vehicles based on roundtrip mileage. Reimbursement only.

- No gas receipts required. Mileage is reimbursed at the State rate.
- Mileage is calculated by dividing the total number of miles roundtrip by the total number of travel days. The first 100 miles per day are reimbursed at \$0.535 per mile. Additional miles are reimbursed at \$0.17.
- Estimate your roundtrip mileage by entering your destinations in Google Maps.
- 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 by UNCW 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** requires original, itemized receipts. Reimbursement only.

*Parking fees Taxis Shuttles Buses Subways Trains Water transport Toll fees Baggage*