



# Travel Manual

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## Table of Contents

- I. [Introduction](#)
- II. [Travel for an Employee](#)
  - a. [Who is an employee?](#)
  - b. [How do I process an employee travel?](#)
  - c. [Pre-Paid](#)
    - i. [Airfare](#)
    - ii. [Registration](#)
  - d. [Reimbursements](#)
    - i. [Lodging](#)
    - ii. [Meals](#)
    - iii. [Transportation](#)
      - 1. [Personal Car](#)
      - 2. [Rental Car](#)
      - 3. [Airfare](#)
      - 4. [Taxi/Shuttle](#)
      - 5. [Gas](#)
      - 6. [Train/Bus](#)
      - 7. [Motor Fleet](#)
      - 8. [Public Transportation](#)
  - e. [Registration](#)
  - f. [Tips and Gratuity](#)
    - i. [Other Expenses](#)
      - 1. [Business entertainment expenses](#)
    - ii. [Baggage Fees](#)
    - iii. [Phone Calls](#)
    - iv. [Computer hook-ups/internet fees](#)
    - v. [Expenses Incurred for Obtaining a Passport](#)
- III. [Travel for a Student Employee](#)
  - a. [Who is a student employee?](#)
  - b. [How do I process student employee travel?](#)
  - c. [Pre-Paid](#)
    - i. [Airfare](#)
    - ii. [Registration](#)
  - d. [Reimbursements](#)
    - i. [Lodging](#)
    - ii. [Meals](#)

- iii. [Transportation](#)
      - 1. [Personal Car](#)
      - 2. [Rental Car](#)
      - 3. [Airfare](#)
      - 4. [Taxi/Shuttle](#)
      - 5. [Gas](#)
      - 6. [Train/Bus](#)
      - 7. [Motor Fleet](#)
      - 8. [Public Transportation](#)
    - e. [Registration](#)
    - f. [Tips and Gratuity](#)
    - g. [Other Expenses](#)
      - i. [Business entertainment expenses](#)
      - ii. [Baggage fees](#)
      - iii. [Computer hook-ups/internet fees](#)
      - iv. [Expenses Incurred for Obtaining a Passport](#)
- IV. [Travel for a Student \(non-employee\)](#)
  - a. [Who is a student non-employee?](#)
  - b. [How do I process student non-employee travel?](#)
  - c. [Pre-Paid](#)s
  - d. [Reimbursements](#)
    - i. [Lodging](#)
    - ii. [Meals](#)
    - iii. [Transportation](#)
      - 1. [Personal car](#)
      - 2. [Rental car](#)
      - 3. [Airfare](#)
      - 4. [Taxi/Shuttle](#)
      - 5. [Gas](#)
      - 6. [Train/Bus](#)
      - 7. [Motor Fleet](#)
      - 8. [Public Transportation](#)
  - e. [Registration](#)
  - f. [Tips and Gratuity](#)
  - g. [Other Expenses](#)
    - i. [Business entertainment expenses](#)
    - ii. [Baggage fees](#)
    - iii. [Computer hook-ups/internet fees](#)

- iv. [Expenses Incurred for Obtaining a Passport](#)
  - V. [Non-employee Travel](#)
    - a. [How do I process a non-employee travel?](#)
    - b. [Pre-Paids](#)
      - i. [Airfare](#)
    - c. [Reimbursements](#)
      - i. [Lodging](#)
      - ii. [Meals](#)
      - iii. [Transportation](#)
        - 1. [Personal Car](#)
        - 2. [Rental Car](#)
        - 3. [Airfare](#)
        - 4. [Taxi/Shuttle](#)
        - 5. [Gas](#)
        - 6. [Public Transportation](#)
    - d. [Registration](#)
    - e. [Tips](#)
    - f. [Other Expenses](#)
      - i. [Business entertainment expenses](#)
      - ii. [Baggage fees](#)
      - iii. [Computer hook-ups/internet fees](#)
  - VI. [Travel for a Student Group](#)
    - a. [Travel Advance](#)
    - b. [Prepaid Expenses](#)
      - i. [Airfare](#)
        - 1. [Agency Airfare](#)
        - 2. [Registration](#)
        - 3. [Lodging](#)
      - ii. [Reimbursements](#)

# Travel Manual

- I. **Introduction:** An employee traveling on official state business 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, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official state business are prohibited. The State has authorized the use of credit cards (American Express) for employees during travel on official state business. These cards are distributed at the discretion of the department head. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of state-issued credit cards is grounds for termination. Pursuant to G.S. 138-6(c), requests for reimbursement shall be filed within 30 days after the travel period ends for which the reimbursement is being requested. The new **Visa Travel Card** is available to employees as of July 1, 2012. These cards must also be approved by the department head. This card can only be used to charge prepaid Registration to the Conference, Airfare to a Travel Agency or Airline, and Lodging and rental car. The charge will be billed directly to the University, so there will be no out of pocket expense for the employee for these expenditures.

**Official State Business-** These policies are intended to apply only to those state employees or other persons on 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 request. Travel that would not directly benefit the State will not be reimbursable.

## II. Travel for an Employee

- a. **Who is an employee?** - An employee is someone who has an active job and is currently on payroll.
- b. **How do I process an employee travel?** - All employee travel should be processed in E-Travel. Exception: if the employee does not have a UNCW e-mail or E-Travel does not recognize him/her as an employee then the travel must be processed on paper travel. (Usually Temp SPA employees). Paper travel authorization forms are preprinted and must be ordered from printing services. Paper travel reimbursement forms can be downloaded from <http://uncw.edu/travel/nonemployees/forms.html>.

**c. Pre-Paid**

- i. **Airfare-** If needed, create a prepaid agency airfare in E-travel using one of the four UNCW contract travel agencies. (<http://uncw.edu/travel/agencies.html>). Make sure you click the Agency NOT Airfare button.
- ii. **Registration-** If needed, create the prepaid registration check request payable directly to the vendor. If the traveler chooses to pay for the registration themselves, they will have to wait until they return to be reimbursed for the registration expense.

**d. Reimbursements**

- i. **Lodging-** Enter the cost per night for expenses. Only include lodging plus any taxes & fees. ALL nights for the travel dates have to be entered to have the meals module populate. Justification or explanation of lodging rates over the per diem lodging rates must be filled in to proceed further. Please see <http://uncw.edu/travel/employees/lodging.html> for current lodging rates. If the traveler is staying at the “conference or meeting hotel”, you may enter conference rates. Please print the page from the conference website that shows the hotel(s) and rates and submit with the travel reimbursement documentation.
- ii. **Meals-** Enter all meals being claimed. If meals were included with the registration fees, they cannot be claimed again. You will (Click to Edit) the meals module. You will un-click the check made for the meals the traveler is not eligible for.

Meal per diem rates are as follows:

- Breakfast - must depart before 6:00 am (\$8.20)
- Lunch - must depart before 10:00 am (\$10.70) or return after 2:00pm
- No lunch on one day trips.
- Dinner - must depart before 5:00pm or return after 8:00pm (\$18.40 in state, \$20.90 out of state)

If business meals are for a group you will need an itemized meal receipt. You will also need to list the names of the people included on the receipt and a Business Entertainment form will need to be completed and submitted with the travel reimbursement.

If traveling in a foreign country you can verify the foreign per diem rates at [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

iii. **Transportation-** Taxi, shuttles, airfare if paid by the traveler, car rentals, fuel for rental car only and personal vehicle expenses are entered here.

- a. **Personal Car-** Actual business mileage is calculated for direct mileage between points on the traveler's itinerary. Mileage in excess of this requires a written explanation of the business purpose.

Mileage rate includes all charges incurred except tolls. Reimbursement rate is 0.56 per mile with justification of non-availability of motor fleet vehicle or round trip less than 100 miles. Reimbursement rate is 0.30 per mile without justification of non-availability of motor fleet vehicle when 100 or more miles roundtrip.

An original mileage log should be kept with accurate records of miles driven for official university business and should be submitted with the travel reimbursement. Faxed or copied mileage logs are not acceptable. Mileage logs can be found at <http://uncw.edu/travel/employees/forms.html>.

Mileage will be calculated from the traveler's duty station or home, whichever is closer. Reimbursement may not be made for commuting between an employee's home and the university.

A mileage calculator is on our webpage listing commonly visited cities <http://www.uncw.edu/parking/mileages.htm>.

Parking and tolls over \$3.00 total per day are reimbursable with a paid original receipt showing the dates of service.

- b. **Rental Car-** Enter the cost of the rental car expense.

Rental vehicles require original paid receipts that show \$0 balance due. If an original paid receipt is not available from the vehicle rental agency, a faxed copy of the paid receipt may be substituted. We will accept a credit card statement showing payment to the rental agency along with the original receipt showing a balance due.

Additional insurance, upgrades, and GPS charges are not reimbursable.

Additional drivers are not allowed except when sharing the car with another UNCW faculty/staff member traveling on the same trip. Please note the traveler's name and travel number in the notes section.

Obtain rental vehicles from rental car agencies currently on state contract (Enterprise or Triangle). Make sure Enterprise has the UNCW account number so that you receive the discount.  
<http://uncw.edu/travel/employees/rentalcar.html>

**Gas-** fuel receipt that shows the \$ per gallon, the date of purchase and the total price.

- c. **Airfare** – if you choose not to use one of the contracted travel agencies you will have to wait until after the trip to be reimbursed for your airfare expenses.

Proof of purchase (original ticket or e-ticket) including flight itinerary, traveler's name and the name of the person who purchased the ticket.

The ticket must be Coach Class unless prior written approval from the chancellor is attached to payment request.

If original ticket/e-ticket is not available, an original credit card statement showing purchase of the ticket and the flight itinerary may be substituted.

Reimbursement of excess baggage fees/charges requires the original receipt showing the charge and the number of bags.

The extra charge for Curbside Check-In is not reimbursable.

The extra charge for seat selection is not reimbursable.

Flight insurance is not a reimbursable expense.

If personal time is attached to the trip you will need to provide a comparison quote roundtrip from ILM to destination from the same airfare provider on the business dates. Please email comparison to Sandy Gladden ([gladdens@uncw.edu](mailto:gladdens@uncw.edu)) in the Travel Office. You will need to include a note in the notes section of the travel explaining any personal time. If the cost of the airfare for the business dates is less than the cost of the personal airfare, traveler must write a

personal check to UNC Wilmington for the difference and submit to the Travel Office.

If not flying from ILM, traveler must provide justification and comparison quote for round-trip out of ILM. Please email comparison to Sandy Gladden (gladdens@uncw.edu) in the Travel Office. Traveler will not be reimbursed mileage or extra per diems that exceed the amount of the round-trip out of ILM. A note must be put in the E-Travel notes section of the travel explaining the reason for not flying out of Wilmington.

- d. **Taxi/Shuttle** – the actual cost of the taxi or shuttle is reimbursable with a receipt when required for travel on state business. The receipt must show the cost, the date(s) of travel and the name of the taxi or shuttle company

Include the names and travel numbers of all other University personnel if sharing the taxi/shuttle.

- e. **Train/Bus** –the actual cost of the train/bus ticket is reimbursable with the receipt. Actual receipt showing the date(s) of the travel, the traveler’s name and payment is required

- f. **Motor Fleet**- If you are requesting a Motor Fleet vehicle you will need to go to the transportation category in E-travel, click on the drop down menu, and select Motor Fleet.

- g. **Public Transportation**- In lieu of using a taxi, shuttle, or limousine, employees can be reimbursed without receipts a maximum of \$5 per trip both to and from the airport to the hotel/meeting on public transportation. Actual cost may be reimbursed with the submission of a receipt with date (s) of the travel, the traveler’s name.

- e. **Registration** – Registration fees may be reimbursed for functions of university interest. Original receipt showing payment of the registration fee, any additional expenses, and the traveler’s name is required.

Requests should be accompanied by a receipt or a copy of brochure, fee schedules, or other materials listing the costs included in the registration fee.

It is the responsibility of the employee to ensure that any meals included in registration fees are not claimed in the daily meal allowance.

The university will not pay for activities that are not business-related (examples: tours, social activities). Knowingly filing a reimbursement for unrelated items included in registration fees is against university policy.

If someone other than the traveler pays for the registration fees, that person will have to be reimbursed for the registration expenses. You will create a prepaid registration check request payable to the person who paid under the traveler's authorization number. We will need the paid registration receipt that shows the traveler's name and the name of the person that paid.

- f. **Tips and Gratuity-** If paid in connection with taxi and limousine services it should be included with the actual service cost. Tips for other hotel services including room/maid service and valet parking are not reimbursable.

Airport: Baggage Handling/Skycaps: no more than \$2 per bag.

Shuttle Drivers: no more than \$2 per bag.

Taxi Drivers: up to 15% of the fare and \$1-2 per bag.

- g. **Other Expenses-** Additional travel expenses other than transportation, lodging, and meals

- i. **Business entertainment expenses-** Cost of meals, theater tickets, golfing privileges or any other costs of a personal nature related to a business activity taking place off-campus and is not directly related to a university program or formal workshop are subject to special documentation rules.

Original itemized receipts and/or invoices to equal the total entertainment expense are required as supporting documentation for reimbursement.

The business entertainment expense form must be filled out completely with all required signatures.

- ii. **Baggage fees-** the cost of checking your baggage is reimbursable with the original receipt showing the charge and the number of bags.
    - iii. **Computer hook-ups/internet fees-** employees traveling on Official University Business that needs to connect to the internet for university business purposes will be reimbursed. They need to include the written business purpose when submitting the reimbursement for these charges.

- iv. **Expenses Incurred for Obtaining a Passport** - Reimbursement for costs 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 in the furtherance of official state business. Passport expenses are reimbursable when foreign travel expenses are approved by the Chancellor or appropriate Vice Chancellor on the Travel Authorization form. Passport expenses are chargeable to the same fund that supports the employee's trip.

### III. Travel for a Student Employee

- a. **Who is a student employee?** - A student employee is someone who has an active job and is currently on UNCW payroll. Students who are on payroll are considered employees and follow all employee policies
- b. **How do I process student employee travel?** - All student employee travel should be processed in E-Travel.
- c. **Pre-Paid**
  - i. **Airfare**- If needed, create a prepaid agency airfare in E-travel using one of the four UNCW contract travel agencies. (<http://uncw.edu/travel/students/airfare.html>) Make sure you click the Agency NOT Airfare button.
  - ii. **Registration**- If needed, create the prepaid registration check request payable directly to the vendor. If the traveler chooses to pay for the registration themselves they will have to wait until they return to be reimbursed for the registration expense.
- d. **Reimbursements**
  - i. **Lodging**- Enter the cost per night for expenses. Only include lodging plus any taxes & fees. ALL nights for the travel dates have to be entered to have the meals module populate. Justification or explanation of lodging rates over the per diem lodging rates must be filled in to proceed further. Please see <http://uncw.edu/travel/students/lodging.html> for current lodging rates. If the traveler is staying at the “conference or meeting hotel”, you may enter conference rates. Please print the page from the conference website that shows the hotel(s) and rates and submit with the travel reimbursement documentation.
  - ii. **Meals**- Enter all meals being claimed. If meals were included with the registration fees, they cannot be claimed again. You will (Click to Edit) the meals module. You will un-click the check made for the meals the traveler is not eligible for.

Meal per diem rates are as follows:

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- Lunch - must depart before 10:00 am (\$10.70) or return after 2:00pm
- No lunch on one day trips.
- Dinner - must depart before 5:00pm or return after 8:00pm (\$18.40 in state, \$20.90 out of state)

If business meals are for a group you will need an itemized meal receipt. You will also need to list the names of the people included on the receipt and a Business Entertainment form will need to be completed and submitted with the travel reimbursement.

If traveling in a foreign country you can verify the foreign per diem rates at

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

iii. **Transportation**- Taxi, shuttles, airfare if paid by the traveler, car rentals, fuel for rental car only and personal vehicle expenses are entered here.

1) **Personal Car**- Actual business mileage is calculated for direct mileage between points on the traveler's itinerary. Mileage in excess of this requires a written explanation of the business purpose.

Mileage rate includes all charges incurred except tolls. Reimbursement rate is 0.56 per mile with justification of non-availability of motor fleet vehicle or round trip less than 100 miles. Reimbursement rate is 0.30 per mile without justification of non-availability of motor fleet vehicle when 100 or more miles roundtrip.

An original mileage log should be kept with accurate records of miles driven for official university business and should be submitted with the travel reimbursement. Faxed or copied mileage logs are not acceptable. Mileage logs can be found at <http://uncw.edu/travel/students/forms.html>.

Mileage will be calculated from the traveler's duty station or home, whichever is closer. Reimbursement may not be made for commuting between an employee's home and the university.

A mileage calculator is on our webpage listing commonly visited cities. <http://www.uncw.edu/parking/mileages.htm>

Parking and tolls over \$3.00 total per day are reimbursable with a paid original receipt showing the dates of service.

2) **Rental Car-** Enter the cost of the rental car expense.

Rental vehicles require original paid receipts that show \$0 balance due. If an original paid receipt is not available from the vehicle rental agency, a faxed copy of the paid receipt may be substituted. We will accept a credit card statement showing payment to the rental agency along with the original receipt showing a balance due.

Additional insurance, upgrades, and GPS charges are not reimbursable

Additional drivers are not allowed except when sharing the car with another UNCW faculty/staff member traveling on the same trip. Please note the traveler's name and travel number in the notes section.

Obtain rental vehicles from rental car agencies currently on state contract (Enterprise and Triangle). Make sure Enterprise has the UNCW account number so that you receive the discount. <http://uncw.edu/travel/students/rentalcar.html>

**Gas-** fuel receipt that shows the \$ per gallon, the date of purchase and the total price.

3) **Airfare** – if you choose not to use one of the contracted travel agencies you will have to wait until after the trip to be reimbursed for your airfare expenses.

Proof of purchase (original ticket or e-ticket) including flight itinerary, traveler's name and the name of the person who purchased the ticket.

The ticket must be Coach Class unless prior written approval from the chancellor is attached to payment request.

If original ticket/e-ticket is not available, an original credit card statement showing purchase of the ticket and the flight itinerary may be substituted.

Reimbursement of excess baggage fees/charges requires the original receipt showing the charge and the number of bags.

The extra charge for Curbside Check-In is not reimbursable.

The extra charge for seat selection is not reimbursable.

Flight insurance is not a reimbursable expense.

If personal time is attached to the trip you will need to provide a comparison quote from the same airfare provider for a direct flight on the business dates.

If the traveler chooses to travel from a different airport other than Wilmington, they will need to obtain a comparison quote from the same provider. A note must be put in the E-Travel Notes section of the travel explaining the reason for not flying out of Wilmington. The comparison will need to show that it was cheaper to fly from the other airport. This includes any mileage reimbursement requested to travel to and from the other airport.

- 4) **Taxi/Shuttle** – the actual cost of the taxi or shuttle is reimbursable with a receipt when required for travel on state business. The receipt must show the cost, the date(s) of travel and the name of the taxi or shuttle company

Include the names and travel numbers of all other University personnel if sharing the taxi/shuttle.

- 5) **Train/Bus** –the actual cost of the train/bus ticket is reimbursable with the receipt. Actual receipt showing the date(s) of the travel, the traveler’s name and payment is required.
- 6) **Motor Fleet**- If you are requesting a Motor Fleet vehicle, you will need to go to the transportation category in E-travel, click on the drop down menu, and select Motor Fleet.

7) **Public Transportation**- In lieu of using a taxi or shuttle student employees can be reimbursed without receipts a maximum of \$5 per trip both to and from the airport to the hotel/meeting on public transportation. The actual cost is reimbursable with the submission of a receipt.

- e. **Registration** – Registration fees may be reimbursed for functions of university interest. Original receipt showing payment of the registration fee, any additional expenses, and the traveler’s name is required

Requests should be accompanied by a receipt or a copy of brochure, fee schedules, or other materials listing the costs included in the registration fee.

It is the responsibility of the student - employee to ensure that any meals included in excess registration fees are not claimed in the daily meal allowance.

The university will not pay for activities that are not business-related (examples: tours, social activities). Knowingly filing a reimbursement for unrelated items included in registration fees is against university policy.

If someone other than the traveler pays for the registration fees, that person will have to be reimbursed for the registration expenses. You will have to create a prepaid registration check request payable to the person who paid under the traveler’s authorization number. We will need the paid registration receipt that shows the traveler’s name and the name of the person that paid.

- f. **Tips and Gratuity**- If paid in connection with taxi and limousine services it should be included with the actual service cost. Tips for other hotel services including room/maid service and valet parking are not reimbursable.

Airport: Baggage Handling/Skycaps: no more than \$2 per bag.

Shuttle Drivers: no more than \$2 per bag.

Taxi Drivers: up to 15% of the fare and \$1-2 per bag.

- g. **Other Expenses**- Expenses that do not fit in one of the other categories but are related to your travel.

- i. **Business entertainment expenses**- Cost of meals, theater tickets, golfing privileges or any other costs of a personal nature related to a business activity taking place off-campus and is not directly related to a university program or formal workshop are subject to special documentation rules.

Original itemized receipts and/or invoices to equal the total entertainment expense are required as supporting documentation for reimbursement.

The business entertainment expense form must be filled out completely with all required signatures

- ii. **Baggage fees-** - the cost of checking your baggage is reimbursable with the original receipt showing the charge and the number of bags.
- iii. **Computer hook-ups/internet fees** – Student - Employees traveling on Official University Business that needs to connect to the internet for university business purposes will be reimbursed. They need to include the written business purpose when submitting the reimbursement for these charges.
- iv. **Expenses Incurred for Obtaining a Passport** - Reimbursement for costs 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 in the furtherance of official state business. Passport expenses are reimbursable when foreign travel expenses are approved by the Chancellor or appropriate Vice Chancellor on the Travel Authorization form. Passport expenses are chargeable to the same fund that supports the employee's trip.

#### IV. Travel for a Student (Non-Employee)

- a. **Who is a Student Non-Employee?** - A Student Non- Employee is someone who is not currently on payroll. Students are considered non-employees and follow all non-employee policies.
- b. **How do I process Student Non-Employee travel?** - All Student Non-Employee travel should be processed in E-Travel. All expenses for a student non-employee should be claimed on that student's travel. You should never claim an expense on someone else's travel.
- c. **Pre-Paid – Airfare** is the only expense that can be prepaid for a Student Non-Employee. A prepaid Agency Airfare must be created in E-Travel using one of the four UNCW contract travel agencies.
  - i. **Airfare-** If needed, create a prepaid agency airfare in E-travel using one of the four UNCW contract travel agencies. Make sure you click the agency NOT airfare button.  
<http://uncw.edu/travel/students/airfare.html>.

#### d. Reimbursements

- i. **Lodging**- Enter the cost per night for expenses. Only include lodging plus any taxes & fees. ALL nights for the travel dates have to be entered to have the meals module populate. Justification or explanation of lodging rates over the per diem lodging rates must be filled in to proceed further. Please see <http://uncw.edu/travel/students/lodging.html> for current lodging rates. If the traveler is staying at the “conference or meeting hotel”, you may enter conference rates. Please print the page from the conference website that shows the hotel(s) and rates and submit with the travel reimbursement documentation.
- ii. **Meals**- Enter all meals being claimed. If meals were included with the registration fees, they cannot be claimed again. You will (Click to Edit) the meals module. You will un-click the check made for the meals the traveler is not eligible for.

Meal per diem rates are as follows:

- Breakfast - must depart before 6:00 am (\$8.20)
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If business meals are for a group you will need an itemized meal receipt. You will also need to list the names of the people included on the receipt and a Business Entertainment form will need to be completed and submitted with the travel reimbursement.

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- iii. **Transportation**- Taxi, shuttles, airfare if paid by the traveler, car rentals, fuel for rental car only and personal vehicle expenses are entered here.
  - a. **Personal Car**- Actual business mileage is calculated for direct mileage between points on the traveler’s itinerary. Mileage in excess of this requires a written explanation of the business purpose.

Mileage rate includes all charges incurred except tolls.  
Reimbursement rate is 0.56 per mile.

An original mileage log should be kept with accurate records of miles driven for official university business and should be submitted with the travel reimbursement. Faxed or copied mileage logs are not acceptable.

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Additional insurance or GPS charges are not reimbursable

Upgrades and additional drivers are not allowed except when sharing the car with another UNCW faculty/staff member traveling on the same trip. Please note the traveler's name and travel number in the notes section.

Obtain rental vehicles from rental car agencies currently on state contract (Enterprise or Triangle). Make sure Enterprise has the UNCW account number so that you receive the discount.

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**Gas-** fuel receipt that shows the \$ per gallon, the date of purchase and the total price.

- c. **Airfare** – if you choose not to use one of the contracted travel agencies you will have to wait until after the trip to be reimbursed for your airfare expenses.

Proof of purchase (original ticket or e-ticket) including flight itinerary, traveler's name and the name of the person who purchased the ticket.

The ticket must be Coach Class unless prior written approval from the chancellor is attached to payment request.

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Reimbursement of excess baggage fees/charges requires the original receipt showing the charge and the number of bags.

The extra charge for Curbside Check-In is not reimbursable.

The extra charge for seat selection is not reimbursable.

Flight insurance is not a reimbursable expense.

If personal time is attached to the trip you will need to provide a comparison quote from the same airfare provider for a direct flight on the business dates.

If the traveler chooses to travel from a different airport other than Wilmington, they will need to obtain a comparison quote from the same provider. A note must be put in the E-Travel Notes section of the travel explaining the reason for not flying out of Wilmington. The comparison will need to show that it was cheaper to fly from the other airport. This includes any mileage reimbursement requested to travel to and from the other airport.

- d. **Taxi/Shuttle** – the actual cost of the taxi or shuttle is reimbursable with a receipt when required for travel on state business. The receipt must show the cost, the date(s) of travel and the name of the taxi or shuttle company

Include the names and travel numbers of all other University personnel if sharing the taxi/shuttle.

- e. **Train/Bus** –the actual cost of the train/bus ticket is reimbursable with the receipt. Actual receipt showing the date(s) of the travel, the traveler’s name and payment is required
  - f. **Motor Fleet**- If you are requesting a Motor Fleet vehicle you will need to go to the transportation category in E-travel, click on the drop down menu, and select Motor Fleet.
  - g. **Public Transportation**- In lieu of using a taxi or shuttle, student non- employees can be reimbursed without receipts a maximum of \$5 per trip both to and from the airport to the hotel/meeting on public transportation. The actual cost can be reimbursed with a receipt.
- e. **Registration** – Registration fees may be reimbursed for functions of university interest. Original receipt showing payment of the registration fee, any additional expenses, and the traveler’s name is required

Requests should be accompanied by a receipt or a copy of brochure, fee schedules, or other materials listing the costs included in the registration fee.

It is the responsibility of the student non-employee to ensure that any meals included in excess registration fees are not claimed in the daily meal allowance.

The university will not pay for activities that are not business-related (examples: tours, social activities). Knowingly filing a reimbursement for unrelated items included in registration fees is against university policy.

If someone other than the traveler pays for the registration fees, that person will have to be reimbursed for the registration expenses. You will have to create a prepaid registration check request payable to the person who paid under the traveler’s authorization number. We will need the paid registration receipt that shows the traveler’s name and the name of the person that paid.

- f. **Tips and Gratuity**- If paid in connection with taxi and limousine services it should be included with the actual service cost. Tips for other hotel services including room/maid service and valet parking are not reimbursable.

Airport: Baggage Handling/Skycaps: no more than \$2 per bag.

Shuttle Drivers: no more than \$2 per bag.

Taxi Drivers: up to 15% of the fare and \$1-2 per bag.

**g. Other Expenses-** Additional travel expenses other than transportation, lodging, and meals

- i. **Business entertainment expenses-** Cost of meals, theater tickets, golfing privileges or any other costs of a personal nature related to a business activity taking place off-campus and is not directly related to a university program or formal workshop are subject to special documentation rules.

Original itemized receipts and/or invoices to equal the total entertainment expense are required as supporting documentation for reimbursement.

The business entertainment expense form must be filled out completely with all required signatures.

- ii. **Baggage fees-** the cost of checking your baggage is reimbursable with the original receipt showing the charge and the number of bags.
- iii. **Computer hook-ups/internet fees-** Student non-employees traveling on Official University Business that needs to connect to the internet for university business purposes will be reimbursed. They need to include the written business purpose when submitting the reimbursement for these charges.
- iv. **Expenses Incurred for Obtaining a Passport -** Reimbursement for costs 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 in the furtherance of official state business. Passport expenses are reimbursable when foreign travel expenses are approved by the Chancellor or appropriate Vice Chancellor on the Travel Authorization form. Passport expenses are chargeable to the same fund that supports the employee's trip.

## V. Non-employee Travel

- a. **Who is a Non-Employee?** - A non-employee is a person that is not on university payroll and is a **candidate interviewing for a position at the university.**
- b. **How do I process a Non-Employee Travel?** – Guest speakers, lecturers, and people who are paid on honorary should not be reimbursed travel expenses. Their expenses should be included with their payment as one lump sum total. All

non-employee travel should be processed on paper travel authorization and paper travel reimbursement forms.

- i. All expenses for a non-employee should be claimed on that non-employee's travel. You should never claim expense on someone else's travel.
- ii. Travel expenses for members of a non-employees family are not reimbursable.
- iii. No travel advances will be made to non-employees

**c. Pre-Paid : Airfare** - The only prepaid expense for a non-employee is Airfare. The prospective employee may request UNCW to purchase airfare using one of the four UNCW contract travel agencies.

<http://uncw.edu/travel/nonemployees/airfare.html>).

Follow steps below:

1. Complete a paper travel authorization
2. Contact travel agency and select the flight desired
3. Write the flight information on the paper travel authorization
4. Have the paper travel authorization form approved by all required parties
5. Walk the paper travel authorization and a copy of the itinerary to the Travel Office
6. Travel Office will notify the travel agency to purchase the ticket

**d. Reimbursement Expenses**

- i. **Lodging** – Enter the cost per night for expenses. Only include lodging plus any taxes and fees. If your department wants to prepay the lodging, you will enter this in U-Shop, and not go through Travel for the lodging.
- ii. **Meals** – Enter all meals being claimed. If meals were included with a registration fee, they cannot be claimed again. If business meals are for a group, you will need an itemized meal receipt. You will also need to list the names of the people included on the receipt and a Business Entertainment form will need to be completed and submitted with the travel reimbursement.

If traveling in a foreign country, you can verify the foreign per diem rates at <http://aoprals.state.gov/content.asp?contentid=184&menuid=78>

Meal per diem rates are as follows:

- Breakfast - must depart before 6:00 am (\$8.20)
- Lunch - must depart before 10:00 am (\$10.70) and return after 2:00pm
- No lunch on one day trips.
- Dinner - must depart before 5:00pm or return after 8:00pm (\$18.40 in state, \$20.90 out of state)

iii. **Transportation** – Taxi, shuttles, airfare if paid by the traveler, car rental,

Fuel for rental car only and personal vehicle expenses are entered here.

1) **Personal Car**- Actual business mileage is calculated for direct mileage between points on the traveler's itinerary. Mileage in excess of this requires a written explanation of the business purpose.

- Mileage rate includes all charges incurred except tolls. Reimbursement rate is 0.56 per mile
- An original mileage log should be kept with accurate records of miles driven for official university business and should be submitted with the travel reimbursement. Faxed or copied mileage logs are not acceptable.

<http://uncw.edu/travel/nonemployees/forms.html>.

1. **Rental Car**- Enter the cost of the rental car expense. Optional insurance coverage on rental cars is not a reimbursable expense unless an exception is made through Purchasing Services for such circumstances as foreign travel. Additional insurance, upgrades or GPS charges are not reimbursable

**Gas** – Fuel receipts must show the \$ per gallon and the total price.

2) **Airfare** – Enter the cost of the airline ticket. Flight insurance and seat selection are not a reimbursable expense. Air coach/tourist class must be utilized, unless exceptional circumstances require

the use of first-class accommodations. If first-class accommodations are required, the Chancellor must approve a written statement of the circumstances. Attach the approved statement to the Travel Authorization form. If the non-employee chooses to add personal time to their business travel, a comparison airfare from the same carrier for the business dates and from their nearest airport to Wilmington, must be submitted to the Travel Office. If comparison airfare is greater than that of the business dates or from different airports, a check from the traveler will need to be made payable to UNCW for the difference. The check must be brought to the Travel Office.

Curbside check-in is not reimbursable.

Seat selection is not reimbursable.

**Taxi/Shuttle/Bus/Train/** – The actual cost of the taxi, shuttle bus or train is reimbursable with a receipt when required for travel on state business. The name of the traveler and, the date of travel must be on the receipt.

- 3) **Public Transportation** - In lieu of using a taxi or airport shuttle, non- employees can be reimbursed without receipts up to \$5 for each one-way trip on public transportation, either from the airport to the hotel/meeting or from the hotel/meeting to the airport. The actual cost of the travel with the submission of receipts with name of traveler and date(s) of travel.
- v. **Registration** – Registration fees may be reimbursed for functions of university interest.
- 1) Requests should be accompanied by a receipt or a copy of brochure, fee schedules, or other materials listing the costs included in the registration fee.
  - 2) It is the responsibility of the non-employee to ensure that any meals included in excess registration fees are not claimed in the daily meal allowance.
  - 3) The university will not pay for activities that are not business-related  
(examples: tours, social activities).

Knowingly filing a reimbursement for unrelated items included in registration fees is against university policy.

- vi. **Tips-** If paid in connection with taxi or shuttle services should be included with the actual service cost. Tips for other hotel services including room/maid service and valet parking are not reimbursable.

Airport: Baggage Handling/Skycaps: no more than \$2 per bag.

Shuttle Drivers: no more than \$2 per bag.

Taxi Drivers: up to 15% of the fare and \$1-2 per bag.

- vii. **Other Expenses-** Expenses that do not fit in one of the other categories but are related to your travel.
  - 1) **Business entertainment expenses-** meals that are over the per diem amounts
  - 2) **Baggage fees-** the cost of checking your baggage is reimbursable with receipts
  - 3) **Computer hook-ups/internet fees-** Non-Employees traveling on Official University Business that needs to connect to the internet for official university business purpose will be reimbursed. They need to include the written business purpose when submitting the reimbursement for these charges.

**VI. Travel for a Student Group-** A faculty/staff member will be paying for ALL the expenses. The students will NOT be reimbursed for any expenses. The Faculty/Staff members will be attending the trip.

- i. Students who are traveling on University business should follow all State Travel policies.
- ii. All student group travel that is paid entirely by the faculty/staff member should be processed in E-Travel under the Faculty/Staff's travel authorization.
- iii. When a student group trip is handled this way there should be **NO** travel expense reimbursed to the students.
- iv. If students are going to be reimbursed for any expenses then we cannot handle the trip this way.
- v. In the travel authorization for the Faculty/Staff member there needs to be a note added in the notes section of E-Travel listing all the students going on the trip.
- vi. **Travel Advance** – Travel advances will be issued for meal per diems at 100% for students and 90% for the employee whose travel the students are traveling under. Travel advances are given
  - i. Travel advance will be issued to the faculty/staff member.
  - ii. The travel advance will need to be created for the students under Prepaid Other Expense using student group account codes.
  - iii. The faculty/staff members travel advance will need to be created just like all other employees are created.

vii. **Prepaid Expenses**

i. **Airfare**

1. **Agency Airfare**

- a. Contact Travel Agency to select airfare.
- b. Once airfare is chosen enter into E-Travel under Prepaid Airfare, Agency(only enter the faculty/staff's airfare)
- c. You will have to select the travel agency chosen.
- d. Traveler and budget authority will have to approve.
- e. If we are purchasing students' airfare as a group you will need to send the travel office an email listing the students' names, dates of travel, reference the travel # of the faculty/staff's travel, amount, fund, and account code.
- f. Once their airfare has been approved the agency will be notified to approve the ticket.

2. **Registration** – Payable directly to the Vendor

- a. Complete Prepaid registration check request in E-Travel.
- b. For student registration complete Prepaid Other Expense using the Student Group account codes.
- c. Add a note in E-travel listing all students going on trip
- d. Route for approval.
- e. Once you have approval print out the check request and send it with the registration form and a copy of the registration form to our office.
- f. Meals that are part of a registration will be excluded from the travel reimbursement meal per diem, even if the traveler did not attend.

3. **Lodging** – Payable directly to the Vendor

Enter the lodging for the student group in the prepaid section of E-Travel under Prepaid Other Expenses. Check must be made to the lodging establishment.

**Reimbursements** – Students are not able to be reimbursed for any expenses that they pay for.

[Back to Top](#)