



UNIVERSITY OF NORTH CAROLINA WILMINGTON

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STANDARDS/REQUIREMENTS OF **ALL** RECEIPTS

All receipts must be in traveler's name.

All small receipts or documents must be taped onto an 8 1/2 x 11 sheet of white paper.

Any exception or unusual activity requires an explanation in the notes section.

Travelers are permitted one day of travel in advance of a conference and one day following the conclusion of a conference.

If personal time will be attached to the business trip add a note to the notes section with the dates of the personal time.

LODGING FROM A COMMERCIAL LODGING ESTABLISHMENT

Reimbursement for lodging will be made only after the travel occurs.

An original, itemized receipt showing \$0 balance due, including the room rate and taxes per night is required.

If the \$0 balance due receipt is not available, a faxed copy from the hotel showing a \$0 balance due will be accepted along with the original receipt with a balance due.

If a faxed copy is not available, in its place a credit card statement showing payment to the hotel as well as the balance due original receipt will suffice.

When Express checkout is used the receipt must show a credit card as method of payment.

Reimbursement to employees sharing a room with a member of his or her family shall not exceed the single occupancy rate. If sharing the room with another UNCW faculty/staff enter the other traveler's name and authorization number in the notes section.

LODGING FROM ONLINE THIRD PARTY VENDOR (EX: ORBITZ, TRAVELOCITY)

The original online receipt confirming reservation and showing payment, with breakdown of the cost of the room and taxes each night, the number of nights and the number of guests.

Receipts are not normally given by the commercial lodging establishment except for the other expenses billed directly such as internet connection fees, phone calls, etc. If these expenses are to be claimed by the traveler, the original receipt from the lodging establishment must be submitted.

If you order a package deal through a third party online vendor you will need to get individual quotes for each expense from the same vendor. If the package deal is for more than one person the quote must be for one person.

Ex: the package deal from Orbitz includes lodging and airfare for 3 people. Get a quote from Orbitz for airfare for one person for the business dates with the same airlines as the package deal. Get a separate quote from Orbitz for lodging for one person for the business dates from the same hotel as the package deal. If the comparison quotes are lower for a single flight or lodging expense we can only reimburse at the single rates.

We cannot reimburse for rental of a house/apartment building, this is not allowed unless approved by OSBM in advance.

AIRFARE

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.

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.

REGISTRATION

Original receipt showing payment of the registration fee, any additional expenses, and the traveler's name is required.

Web receipts are acceptable if they include the same information as above as well as the name of the organization that received the payment.

Include a copy of the conference agenda or brochure that shows whether meals or other expenses were included with the registration fee. Meals that are part of a registration will be excluded from the travel reimbursement meal per diem, even if the traveler did not attend.

If an original paid receipt for the registration is not available, a faxed copy of the receipt from the conference with a written explanation from the traveler as to why the fax was necessary.

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.

TRANSPORTATION BY PERSONAL VEHICLE

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.

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 will be calculated from the traveler's duty station or home, whichever is closer.

A mileage calculator is on our webpage listing commonly visited cities.

If the city needed is not listed, use Mapquest.com to obtain mileage. Attach the printout to the travel reimbursement.

When using a personal vehicle for state business, the standard mileage rate of \$.54 cents/mile set by the IRS is the reimbursable amount when round-trip mileage is under 75 miles.

For round-trips over 75 miles, the rate of \$.34 cents/mile will be reimbursed per the Office of State Budget Management (OSBM).

The reimbursement rate is dependent on the round trip mileage, not the availability of a rental car.

No reimbursement shall be made for the use of a personal vehicle when commuting from an employee's home to his/her duty station.

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

TAXI/SHUTTLE/LIMOUSINE

Actual receipt showing the cost, the date(s) of travel and the name of the taxi or shuttle company when traveling on official state business is required.

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

If a paper credit card receipt is given for the Taxi or Shuttle it must have the name of the taxi/shuttle company on the receipt along with the date and amount or you must submit a credit card statement showing the name of the taxi/shuttle company.

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.

TRAIN/BUS

Actual receipt showing the date(s) of the travel, the traveler's name and payment is required.

RENTAL VEHICLES

Rental vehicles require original paid receipts shows \$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 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.

Fuel charges are reimbursable with a receipt showing the price per gallon and the date of purchase.

TIPS AND GRATUITY

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.

FOREIGN TRAVEL

Receipts in foreign currency must be converted to US dollars using <https://www.oanda.com/currency/converter/> and proof of conversion is attached.

All Foreign travel should have a travel authorization completed and approved by the budget authority, supervisor, traveler, and **Vice Chancellor** before the trip takes place.

If contract and grant funding will be used on the travel the grants officer must approve the travel authorization and all payments.

Foreign meal per diem is determined by the destination of the trip.

BUSINESS ENTERTAINMENT EXPENSE

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.

The business entertainment expenses need to be entered in e-travel under Other Expenses using the correct fund number and account code (953962).