



Policy and Procedures Manual For University Travel

Employee Responsibility:

An employee traveling on state business is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess cost, circuitous routes, delays, luxury accommodations, unnecessary service, unjustified person/convenient preference of the employee in the performance of official business are prohibited.

These policies are intended to apply to state employees or other person 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 reimbursed.

Student Responsibility:

Students who are traveling for academically required projects, paper, theses, or dissertations are not considered official business. However, if the student is traveling for the purpose of presenting at a conference or meeting during the travel, the university may choose to reimburse the student. Students are expected to exercise the same care in incurring expenses that a state employee would exercise while on official state business.



Definitions of Travel:

In-State

All travel within the State of North Carolina.

Out-of-State:

All travel out-of-state but within the continental United States.

Out-of-Country:

All travel outside the continental United States. Out-of-Country travel begins when the employee/student leaves the country and remains in effect until the employee/student returns to the country.

Official State Business:

Official state business occurs when the state employee or other person is traveling to attend approved job related training and/or work on behalf of, officially represent, or provide a state service upon the state's request. Travel that does not directly benefit the state is non-reimbursable.



Travel Office Internal Controls for Deposits

Purpose:

Explains the procedure for “cash” deposits

Scope:

Applies to all Travel Clerk

Policy:

General Statement

Internal controls are necessary to prevent mishandling of funds to safeguard against loss. These controls not only protect the University but also protect the employees from inappropriate charges of mishandling funds. Cash is the most liquid of assets and is susceptible to loss if not properly controlled. Therefore, it is extremely important that the Travel Clerks handling cash adhere to strong internal controls. For the purpose of this policy “cash” includes coins, currency, checks and money orders.

Procedures:

All deposits must be recorded immediately:

Travel Clerks must pull paperwork that corresponds with the deposit.

Travel Clerks must audit Travel Reimbursements to make sure that the deposit amount is correct.

Travel Clerks must fill out University deposit slip. It is the responsibility of the clerk to make sure that all of the information is correct.



Verification of Funds:

Travel Clerk must count the monies in front of the person who is responsible for the deposit.

Travel Clerk and responsible party must sign the deposit slip. Signing the slip signifies that both parties agree on the deposit amount.

Second Travel Clerk verifies the deposit slip and monies.

Depositing of Funds:

Travel Clerk gives responsible party the signed deposit slip.

Responsible party takes deposit slip to the University Bursars Office to make the deposit.

Responsible party brings back three (3) receipts.

Travel Clerk attaches the original receipt to paperwork and gives copy to Travel Supervisor and responsible party.

Travel Clerk closes out the travel reimbursement and files forms in appropriate place.



Travel Authorizations:

I. Purpose

Establishes policies for travel authorization for staff, faculty, students and non-employees involved in official travel for the university.

II. Scope

Applies to all persons who are traveling on behalf of any university department or activity.

III. Policy

A. General Statement

1. All travel must be authorized prior to the beginning day of travel by completing a separate Travel Authorization Form for each employee involved in official university travel. A Travel Authorization Form must be processed for all travel, even when the traveler is not requesting a travel advance. If the traveler is not seeking a reimbursement a No Expense to the University Form must be submitted. Additional justification or documentation prior to authorization of travel may be required by the approving authority.
2. All travel is subject to availability of funds; therefore, the university reserves the right to limit the cost of travel to the limits established prior to the trip.
3. All Travel Authorizations must be received in the travel office 15 working days.
4. Approval Signatures
 - a. T r a v e l e r . Signature of the traveler is always required.



- b. Supervisor. Signature of the traveler's immediate supervisor is required.
- c. The traveler has budget authority for the university fund being charged for the travel, and approval from a higher level of management is needed.
- d. The traveler's immediate supervisor has budget authority for the university fund being charged for the travel. In this case, the supervisor will sign as the "Department Head/Chair" and will not sign as the "Supervisor."
- e. The traveler's immediate supervisor does not have budget authority for the university fund being charged for the travel; however, for scheduling or other purposes, the department or division desires supervisor approval for departmental employees.
- f. Department Head/Chair. Signature of the department head or chairperson having budget authority for the university account being charged for travel expenses is always required. Student Employees must have Department Head Signature on Travel Authorization.
- g. Other Approval. Signature of other approving authority, if required. Examples requiring additional approval are noted below:
 - 1) Special departmental or divisional approval requirements.
 - 2) Travel costs are split between two or more university six-digit accounts.
 - 3) Travel costs are paid from a grant- Grant Officer approval
- h. Chancellor or Vice Chancellor. All travel outside the contiguous United States requires approval by the Chancellor or appropriate Vice Chancellor. When State allocations revert to the Chancellor or Vice Chancellor level signature is needed. Signatures are required when traveler reports directly to Chancellor or Vice Chancellor.

IV. Procedures

A. Travel Authorization.

- 1. Prepare a separate Travel Authorization Form for each employee or student traveling on official university business, if the traveler is not requesting a travel



advance or reimbursement the traveler must complete a No Expense to the University Form. Attach all pertinent information regarding travel to the authorization form. Supply the original documentation and a copy of all information that require an advance.

2. Prior to submitting the Travel Authorization Form, the department head/chair of the university department supplying the travel funds must approve the Travel Authorization Form and ensure that sufficient funds are available.
3. Route the Travel Authorization Form for additional approval signatures as appropriate.

B. Blanket Travel Authorization Form for Repetitive North Carolina Travel

1. In order to eliminate preparation of individual Travel Authorization Forms for repetitive in-state trips, annual blanket Travel Authorization Form are allowed as indicated below. A new Travel Authorization Form must be submitted each fiscal year.
2. Blanket authorizations are not allowable if the travel involves a mode of travel other than a state or private car. In this case, a separate Travel Authorization Form must be completed for each trip.
3. At the discretion of the department head, an annual blanket Travel Authorization Form may be prepared for any university faculty member or staff employee traveling on official business if the following criteria are met:
 - a. T r i p s are within North Carolina
 - b. T r i p s are limited to 2-3 day duration
 - c. Travel expenses are minimal

C. Cancellation of Travel Plans.

1. Notify the Travel Office in writing if travel plans are canceled after the Travel Authorization Form has been submitted. If the event or meeting is cancelled the travelers is responsible for contacting the organizers of the event and seek reimbursement if a prepayment has been made on behalf of the University.



2. If the traveler cancels the trip for personal reasons they will be responsible for repaying the University all monies that were advanced to them. The travel will not be responsible for repayment if the cancellation is due to death, accident, or serious illness.
3. All refunds obtained as a result of prepayments are due back to the University immediately.
4. The refund must be directed back to the Travel Office so that it can be deposited into the appropriate funding source where the payment originated from. Repayment must be paid in the form of cash, cashier's check, or money orders. Make cashier checks and money orders payable to North Carolina Central University.

D. Forms

1. Where to Obtain Travel Forms

- a. Travel Authorization Forms are located in The Travel Office, Room #014 Hoey Administration Building.
- b. No Expense to the University Forms is located in The Travel Office, Room #014, Hoey Administration Building and University Document Library.

2. Instructions

Instructions are provided only for those items requiring additional explanation.

- a. Airfare: Indicate amount of fare (including applicable taxes) and the travel agency.
- b. Ground Transportation: If requesting a rental vehicle a written justification must be attached. **(Students and Non-State Employees are not eligible to rent vehicles. Non-State Employees are only eligible to rent a vehicle if traveling to the USA from another country.)**
- c. Private Vehicle: Indicate expected actual mileage and the rate per mile.



- d. Meals: Indicate the number of days and allowable cost per day, if applicable. Calculate total cost and enter in the appropriate column.
- e. Other Travel Expenses: Enter a description and an amount in the appropriate column for other allowable travel costs that are expected to be incurred while in travel status. (Baggage, Airport Parking, General Parking)
- f. Lodging: Calculate total cost and enter in appropriate column. Attach hotel confirmation letter for faculty and Staff. Students would need hotel invoice and Vendor Setup Form for advancements.
- g. Registration. Calculate total cost and enter in appropriate column. Attach completed registration form and Vendor Setup Form.
- h. Total Estimated Costs. Total each column and enter total estimated cost.
- i. Travel advance section must be check yes or no. If this section is left uncheck traveler will not receive an advance.
- j. Traveler must sign the Travel Authorization Form. If the traveler is unable to sign the person who completes the authorization must sign the travelers name and initial the form. Supervisor and other designees must also sign the form.
- k. If the budget officer elects to lock a traveler into the amount of funds approved the Travel Office will not reimburse additional expenditures without proper approval.
- l. All Travel Authorizations must include Fund, Org and Program information.



Travel Advances:

I. Purpose

Explains policy and procedures regarding travel advances for official university travel.

II. Scope

Applies to all university departments and activities. However, not all university employees are eligible for travel advances, as noted below.

III. Policy

A. The university reimburses travel expenses in accordance with the regulations of The State of North Carolina Office of State Budget and Management. In order that personal funds will not be required, the university offers American Express travelers cards to NCCU employees in lieu of travel advances. Travel advances will be issued only in the following situations:

1. Team/Student Group Travel. Student groups will be advanced 100% of their, air, meal per diem, lodging, registration, ground transportation, parking and baggage. All outstanding travel advances must be resolved **within 10 days**. It is the responsibility of the advisor to make sure that all funds are distributed to the students and each student sign a distribution of funds form showing the amount that was received. If the advisor does not allocate all monies to the student they will be responsible for repaying the University any unused funds. (Please see Travel Agreement)

Faculty/Staff traveling as a chaperone or international travel to country with a poor economy status can be advanced for air fare, hotel, and meals by using a state, trust,



grant, provided that the fund purpose allows such expenditures. All meals advances are made payable to a state employee.

The Travel Office will not process any future travel request for those travelers who fail to submit proper documentation for outstanding travel advances within 30 days of traveling.

Advisors seeking reimbursement who have received advances for students must submit student reimbursement before or at the same time they submit theirs. All student advancements must be settle before advisors reimbursement can be process.

2. Faculty/Staff: Air and Registration only
3. Non-State Employees traveling on official North Carolina Central University (NCCU) business, whose expenses are paid or reimbursed by NCCU, are subject to the same regulations, including statutory subsistence allowances, as are NCCU employees. A non-state employee is any person not employed by NCCU. Travel expenses for member of a non-employee's family are not eligible to be paid by the State. No travel advances will be made to non-state employees on state fund.
4. Non-State Employees can only be advanced for airfare and hotel by using a trust, grant or foundation funds, provided that the funds purpose allows such expenditures.
5. Non-State Employees traveling as a volunteer/chaperone can be advanced for air fare, hotel, and meals by using a trust, grant, or foundation funds, provided that the fund purpose allows such expenditures. All meals advances are made payable to a state employee.

IV. Procedures

A. Requesting Travel Advances

1. Travel advances are requested for eligible university employees on a Travel Authorization forms.
2. Request forms must be submitted 15 working days prior to travel.
3. Air advance will only be paid when traveler uses approved university travel



agency.

4. Travelers must submit a hotel invoices (3 copies), and Vendor Setup Form when requesting an advance. (Students and Guest Only traveling on trust, grant or foundation funds)
5. Travelers must submit a completed registration form (3 copies) and Vendor Setup Form when requesting an advance.

B. Issuance of Travel Advance Checks.

Travel advance payments are paid by University checks. These checks are made out to the conference or hotel (hotel advance is only for students and guest). Airline advances are paid directly to the travel agency using the American Express Corporate Ghost Card. Student meal per diems and other expenses are paid by University checks that are made out to the Staff/Faculty member who is responsible for the travel. Travel advances will not be paid more than 10 to 15 working days in advance of the departure date.

C. Reimbursement.

Any travel advances issued must be indicated and deducted from total travel costs on the Travel Reimbursement form. The reimbursement should be submitted within 10 business days following the travel. Any excess advance must be promptly repaid by cashier's check/money order or cash. Make cashier's checks/money order payable to North Carolina Central University. Monies must be deposited by Travel Office.

VI. Travel Advance Agreement

If travelers request an advance for themselves or students once they sign the Travel Authorization form they will be held responsible by the agreement below. The Advance Agreement can be found on the lower bottom of the Travel Authorization form.

I understand that any travel advance made by the University is a loan and I am personally responsible for all monies advanced to me. If a travel advance is obtained and the trip to which the advance is made is not taken, I agree to repay the advance immediately. I understand that I have ten business days following completion of the trip to repay the advance. In the event I fail to repay the amount of the advance, then I understand that the University may notify the Payroll Office to deduct the amount from my next scheduled check. I also understand failure to repay the advance will also be



grounds for disciplinary action. I hereby acknowledge that I have read the above carefully and agree to these terms and conditions.

Lodging and Meals:

I. Purpose

Defines the payment, by the university, of expenses for lodging and meals for official university travel.

II. Scope

Applies to all university departments and activities.

III. Policy

A. Lodging.

1. Lodging Reimbursement Criteria.

- a. Lodging will not normally be paid when the traveler is in travel status less than 24 hours.



- b. The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station of home, whichever is less, to receive approved reimbursement.
- c. Indicate specific dates of lodging on the Travel Authorization Form and on the Travel Reimbursement Form to document eligibility for lodging reimbursement.

2. Reimbursement Amounts for Lodging.

- a. Reimbursement for lodging shall be made for only the actual lodging expense incurred. Therefore, attach the original itemized receipt from a commercial lodging establishment with the Travel Reimbursement Form. The following schedule shall be used for reporting allowable subsistence expenses for lodging while traveling on official state business. Lodging per diem for In-State travel is \$65.90 per night. Lodging per diem for Out-Of-State travel is \$77.90 per night
- b. Reimbursement to employees sharing a room with a member of his or her family shall not exceed the single occupancy rate.
- c. Payment of sales tax, lodging tax, local tax, or service fee applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense.
- d. The hotel receipt must show a zero balance and method of payment.

3. Excess Lodging.

- a. The department head or chairperson may authorize lodging in excess of the per diem lodging rates if more economical accommodations are not available or practical.
- b. No excess lodging may be granted for internal department meetings, conferences, seminars, etc.; and such meetings must be held in university facilities when available.
- c. Request approval for excess lodging for state/non-state employees on the Travel Authorization.

4. Lodging in State-Owned Facility.



When an employee stays in a state-owned facility and the lodging charge is less than the per diem rate the maximum amount reimbursed will be the actual amount charged.

5.1 Meal Reimbursement Criteria.

- a. Reimbursement for meals is normally allowed only when overnight travel is involved and when the travel destination is located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less.
- b. Indicate specific departure and arrival dates and times on the Travel Authorization Form and on the Travel Reimbursement forms to document eligibility for meal reimbursement.
- c. All tips for meals are included in the per diem rate allowed.
- d. The travel calculates the meals based on departure and return times of travel for in state/ out state/country of lodging.

5.2 Meal Reimbursement for Partial Days when Overnight Travel is involved.

Employees may receive allowances for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible, the following criteria must be met.

Breakfast	Depart prior to 6:00 a.m.
Lunch	Depart prior to 12:00 noon on day of departure, or Return after 2:00 p.m. on day of return
Dinner	Depart prior to 5:00 pm or return after 8:00 p.m.

Allow traveler 2 hours prior to departure of flight for traveling out-of state and 2 hours returning to duty station or home.

Allow traveler 3 hours prior to departure of flight for international and 2 hours returning to duty station or home.



5.3 Meal Reimbursement When Overnight Travel is Not Involved.

Lunches are not reimbursed if travel does not include an overnight stay. To be eligible for breakfast and evening meal allowances when overnight travel is not involved, the following criteria must be met.

Breakfast	Depart prior to 6:00 a.m., and Extend the normal workday by two hours.
Dinner	Return after 8:00 p.m., and Extend the normal workday by three hours
Both breakfast and evening meals	When overnight travel is not involved, the employee must have worked five hours longer than the normal workday.
Applies to all of the above	The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station.

5.4 Reimbursement for Meals at Conferences, etc.

When the cost of meals is furnished with registration fees, conference costs, hotels or other related activities, they will be excluded from the travel reimbursement meal per diem, even if the traveler did not attend.

5.5 Reimbursement for Meals on Commercial Airline.

Employees are permitted to claim meal reimbursement allowances on the Travel Reimbursement Form for meals on a commercial airline.

5.6 Reimbursement for Meals at Meetings.

- a. A state employee may be reimbursed for meals, including lunches, when the employee's job requires his/her attendance at meetings in his/her official capacity and the meal is a pre-planned part for the entire meeting.



b. Meals Per Diems: In -State (B) \$8.20 (L) \$10.70 (D) \$18.40

Out-of-State (B) \$8.20 (L) \$10.70 (D) \$20.90

International <http://www.state.gov/m/a/als/prdm>

5.7 Reimbursement Amounts for Meals.

- a. Reimbursement for meals shall not exceed the in-state limits when traveling in-state or the out-of-state limits when traveling out-of-state.
- b. Reimbursement rates listed above include tips.
- c. An employee will be reimbursed the Federal rates when they are traveling internationally
- d. Contact Travel Office to obtain reimbursement rates for foreign travel meals or go on-line to www.state.gov/.
- e. An employee may be reimbursed for breakfast even if their lodging establishment offers free continental breakfast.

State rules and guidelines shall take precedence over federal guidelines governing the use of federal grant funds, unless specifically exempted by OSBM in advance.

Registration Fees and Other Travel Expenses

I. Purpose

Defines the payment, by the university, of additional travel expenses other than transportation, lodging, and meals.

II. Scope

Applies to all university departments and activities. Travel by non-state employees



requires a Travel Authorization Form. Non-state employees are bound by the same statutory reimbursement regulations, documentation requirements, and other conditions as state employees unless otherwise indicated.

III. Policy

A. General Statement

1. Official travel for the university may result in expenses in addition to transportation, lodging, and meals. Anticipated other expenses must be authorized on the Travel Authorization Form. Reimbursement is limited to personal costs incurred by the employee making the claim. Please note that all documents substantiating travel shall be on file with the University Travel Department. Original receipts and/or written statements should be attached to the Travel Reimbursement form before forwarding to Accounting for reimbursement.
2. Registration fees may not include cost of entertainment, alcoholic beverages, setup, flowers or promotional (gift) items.
3. The additional travel expenses the university will pay include, but are not limited to, registration fees, official phone calls, and official internet access costs, baggage handling, airline checked baggage fees, and required miscellaneous expenditures.

IV. Procedures

Registration fees and other travel expenses will be recorded on the Travel Authorization Form and on the Travel Reimbursement Form. Any of the expenses listed below that were for personal use including but not limited to, the cost of laundry, entertainment, alcoholic beverages, other snacks or refreshments are not reimbursable.

A. Registration Fees.

University faculty and staff members are entitled to reimbursement of registration fees for functions of university interest. Registration fees may be authorized by the department chair, manager, or director on the Travel Authorization form.

1. Excess Registration Fees.

- a. 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. Additional justification may be required by the approving



authority.

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

2. Registration Fees Paid in Advance.

Registration fees are paid prior to travel by University check. In order to process these payments, a Travel Authorization Form must be completed and forwarded to the Travel Office. The traveler must attach three (3) completed copy of the registration form and/or brochure plus a copy for mailing address for payment. If the Traveler chooses to prepay the registration fee themselves they will not be reimbursed until after the trip as part of their reimbursement.

3. Registration Fees Not Paid in Advance.

If registration fees are paid by the traveler and claimed on the Travel Reimbursement Form the registration receipt should be attached to the Travel Reimbursement Form.

4. Tuition Fees.

Registration fees are distinguished from tuition fees in that registration is a "travel expense," and tuition fees are educational expenses. Tuition Fees are not reimbursed through the Travel Department.

B. Phone Calls.

Official phone calls are reimbursable under "Other Expenses." Receipts or copies of telephone bills must be attached to the Travel Reimbursement form. Calls over five dollars (\$5.00) must be identified as to the point of origin and destination.

1. Allowable Personal Calls.

An employee who is in travel status for two or more consecutive nights in a week is allowed one personal long distance telephone call for each two nights,



for which reimbursement to the employee may not exceed \$3.00 for in-state calls or \$5.00 for out-of-state calls. Documentation is required for reimbursement.

2. Emergency Calls.

A personal long distance call may be reimbursed if such a call is of an emergency nature as determined by the department. An example may be a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.

C. Tips

1. Baggage Handling.

Reasonable amounts for handling baggage at common carrier terminals and for handling baggage when arriving or departing from the place of lodging are allowed and must be itemized under "Other Expenses" on the Travel Reimbursement Form. The maximum allowed is \$8.00 round trip.

2. Gratuities.

If paid in connection with taxi services should be included with the actual service cost. Cost must not exceed more than 15% of actual fare. Tips for other hotel services including room/maid service are not reimbursable.

D. Computer Hook-Ups/Internet Fees

Employees traveling on Official University Business that needs to connect to the internet need to use the most efficient manner available and include the receipt for service when submitting the reimbursement for these charges.

E. 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 out-of-country 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.

F. Baggage Fee



Reimbursement for baggage fees will be allowed and must be itemized under “Other Expenses” on the Travel Reimbursement form. Receipt from airline is required for reimbursement.



Travel Reimbursements

I. Purpose

Explains policy and procedures for the reimbursement of travel costs.

II. Scope

Applies to all university departments or activities.

III. Policy

A. General Policy Statement

1. The university reimburses travel expenses in accordance with the regulations of the State of North Carolina Office of State Budget and Management.
2. Reimbursement is limited to personal out-of-pocket costs and allowances incurred while on authorized university business by the individual making the claim.
3. Non-state employees, students and volunteer/chaperones are bound by the same statutory reimbursement regulations, documentation requirements, and other conditions as state employees unless otherwise indicated.

B. Approval of Travel Reimbursement Requests

1. Department Head/Chair Approval: If the reimbursement is over the total estimated cost by \$100.00 or 10% on the Travel Authorization Form the Department Head/Chair will need to approve the overage.
2. Supervisor Approval: If Department require Supervisor signature approval.
3. Other Approvals
 - a. Additional approvals may be required as follows:
 - 1) There are special departmental or divisional approval requirements.
 - 2) Travel costs are split between two or more university six-digit funds.



- b. Approval by the Grant Officer is required for travel reimbursements using grant funds (Title III).
- c. If reimbursement amount is greater than \$100.00 of the travelers total estimated cost Sponsored Research and Program will need to approve the overage.

C. Timely Submittal of Travel Reimbursement Requests

The Travel Reimbursement must be submitted to the Travel Department within the designated time limits after the travel period ends. (See Procedures below.) Failure to submit the reimbursement request in the designated time period will result in rejection of the reimbursement request.

D. Documentation Substantiating Travel Reimbursements

All documents substantiating travel shall be on file with the university Travel Office. Original receipts and/or written statements are required to be attached to the Travel Reimbursement Form before forwarding to Accounting for reimbursement.

IV. Procedures

A. Submittal of Reimbursement Requests

1. Complete the appropriate Travel Reimbursement Form.
2. On Travel Reimbursement Form reference the Travel Authorization Form covering the trip.
3. Include on the Travel Reimbursement Form such items as prepayment for registrations, advances, and airline tickets as advances to be deducted.
4. If reimbursement is over the total estimated cost by 10% or \$100.00 the department head or supervisor need to approve the overage.
5. Attach required original receipts or other appropriate documentation as specified below.
6. Obtain required approvals and submit the Travel Reimbursement Form to Travel Office within the time limits below.



B. Time Limits for Submittal

1. Submit all reimbursement requests within 30 calendar days following the return date of the trip.

C. Required Documentation

Attach required original receipts or written statements (as indicated below) to the Travel Reimbursement Form before forwarding to the Travel Department.

1. Air Transportation

- a. Paid receipt that indicates actual cost.
- b. Justification (approved in writing by the Chancellor) if first-class airline accommodations must be used in exceptional circumstances rather than air coach/tourist class.

2. Ground Transportation

- a. Attached MapQuest or Google Maps showing miles from duty station or home (whichever is less) to destination
- b. Justification for deviations from reasonably expected mileage.
- c. Original receipt for shuttle.
- d. Original receipt for airport shuttle.
- e. Original receipt for taxis and metro.
- f. Original receipt for rental car showing a zero balance.
- g. Original of the signed Vehicle Request and Invoice documenting the non-availability of a state-owned vehicle must be attached when requesting reimbursement for the following:
 - 1) The higher rate for use of a private car when state vehicle is unavailable.
- h. Original receipt for airport parking.



- I. Original receipt for tolls and miscellaneous parking,

3. Lodging and Meals

- a. Original itemized receipt from commercial lodging establishment with zero balance.
- b. Indicate actual departure and arrival dates and times to document meal and lodging eligibility.

4. Other Expenses

- a. Original receipt is required for registration if claimed on Travel Reimbursement Form.
- b. An employee who is in travel status for two or more consecutive nights in a week is allowed one personal long distance telephone call for each two nights, for which reimbursement to the employee may not exceed \$3.00 for each in-state call or \$5.00 for each out-of-state call. Documentation is required for reimbursement.
- c. Internet fees/connections fees require original receipt.

D. Travel Advances for Team/Student Group Travel

Indicate any travel advances issued on the Travel Reimbursement Form. Travel advances are not provided to non-state employees on a state fund.

1. Travel Advances Less Than Actual Trip Expenses

- a. Subtract the travel advance from total travel costs. Indicate the difference in the "Reimbursement Due Claimant" section of the Travel Reimbursement.
- b. A payment will be made to the employee for the difference between the actual trip costs and the amount of the travel advance check.



2. Travel Advances in Excess of Actual Trip Expenses

- a. Subtract the travel advance from total travel costs. Indicate a negative figure in the "Reimbursement Due Claimant" section of the Travel Reimbursement.
- b. The state employee must reimburse the University for the difference between the actual trip costs and the amount of the travel advance.
- c. Attach the employee's reimbursement check and the required documentation to the Travel Reimbursement Form and deliver to the Travel Office.
- d. Travel Office will deposit the check back to the originally charged fund and account (your department funds).

3. Advances Equal to Actual Trip Expenses

- a. Prepare a Travel Reimbursement Form with the proper documentation (receipts, etc.) and signatures.
- a. Forward the Travel Reimbursement to Travel Office, and attach a copy of your original advance payment as supporting documentation.



Travel – Charge Cards

I. Purpose

Explains the American Express Corporate Card Program.

II. Scope

Applies to all University departments and activities.

III. Policy

A. General Statement

In order that personal funds will not be required for official University travel, the University offers American Express Corporate Cards to North Carolina Central University employees. **Only authorized University travel expenses will be reimbursed to the employee. Other charges, including charges for personal expenses are the responsibility of the cardholder. Failure to pay the account in full and in a timely manner will result in the card being revoked.**

B. Participation

Participation in the American Express Corporate Card Program is voluntary. Participation eligibility is limited to the following employee groups:

1. Full-time faculty employees classified as instructors or above.
2. Full-time staff employees.
3. Other frequent travelers, as authorized by the Assistant Vice Chancellor for Business Affairs-Finance.



C. Charges/Bills

Each card holder is responsible for all charges incurred on his/her American Express Card (unless reported as stolen or lost). Monthly statements will be sent from American Express for all items charged to your Corporate Card account.

Monthly bills are payable in full by the cardholder to American Express upon receipt. Failure to make timely payment of billed charges may result in recall of the Corporate Card, and the card holder agrees to surrender the card upon request of the University or American Express. The cut-off date for the billing cycle to be used is the 26th of each month. You should receive your statement by approximately the second day of the month following.

The cardholder (employee) is solely responsible for the use of the card **the balance on the card should be paid in full by the employees each billing cycle. The University does not issue payments to American Express. Delinquent payment on account may cause the card to be revoked. The University is not responsible for any late fees charged to the employee's card.** (See American Express' terms and conditions regarding the assessment of late fees.) It is the employee's responsibility to keep their account current.

D. Termination of Employment

If employment is terminated, the card must be returned in person to the Comptroller Office, Room #11, Hoey Administration Building and your Corporate Card account will be closed. Do not send the card through University mail.

To report lost or stolen cards, billing address changes, and for other assistance you may require, card holders should contact American Express directly at 1-800-528-2122.



Travel, Transportation Modes and Transportation-Related Expenses

I. Purpose

Explains the university's policy and procedures regarding the selection and use of the appropriate transportation vehicle for official university travel.

II. Scope

Applies to all university departments or activities.

III. Policy

A. Authorization

1. All official university travel must be authorized prior to the beginning day of travel. Authorization of the mode of travel is to be made on the Travel Authorization Form subject to the regulations noted in this procedure.
2. Travel by non-state employees requires a Travel Authorization Form.
3. Non-state employees must abide by the same statutory reimbursement regulations and documentation requirements as state employees unless otherwise indicated.

B. Employee Responsibility

An employee traveling on official 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 or unjustified in the performances of official business are not acceptable under this standard. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.



C. Cancellation of Travel Reservations

1. If the employee's travel has been approved in advance and the cancellation or change is made at the direction of, and for the convenience of, the department, any penalties and charges resulting from the cancellation of airline reservations shall be the department's obligation.
2. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges.
3. However, in the event of accidents, serious illness or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the department can pay the penalties and charges.

IV. Procedures

A. State Vehicle

1. Appropriate Use of a State Vehicle

- a. When traveling by car is determined to be feasible, a state vehicle (if available) should be used instead of a personal vehicle or rental vehicle.
- b. State-owned vehicles shall be used for official state business only.
- c. State vehicles shall not be used while the employee is in vacation status.
- d. At the destination, state vehicle may be used prudently for travel to obtain meals; but use is not allowed for private purposes of for entertainment while off duty.

2. Obtaining a State Vehicle

- a. Traveler must complete a Motor Fleet Requisition Form. This form is located in the Travel Office Room #014.



- b. Traveler must contact University Facilities Management to request a motor fleet vehicle

3. Authorized Drivers or Riders in State Cars

- a. University employees meeting the requirements for operator's license are authorized to drive a state vehicle.
- b. Students may be permitted to drive state vehicles if they are state employees and if they meet the requirements listed above. University students may be passengers in state cars for athletic events and other activities officially sanctioned by the university.
- c. Non-university employees may accompany faculty or staff members in state cars when they have a business interest in the travel.
- d. Hitchhikers are not permitted to ride in state-owned vehicles.
- e. Spouses or children of university employees may accompany them in state cars, if ample space is available and all travel is strictly for official business.

4. Insurance

- a. The state has obtained blanket insurance policies for economy in providing insurance coverage for state-owned vehicles. Premiums are paid by state agencies on a pro rata basis. The maximum liability of the state for each accident is \$150,000 per person for bodily injury; \$5 million per accident for bodily injury; and \$150,000 for property damage.
- b. Any employee desiring additional protection may purchase it as "Drive Other Car" endorsement on his/her personal automobile liability insurance policy. Optional insurance coverage is not a reimbursable expense.



B. Personal Vehicle

1. Reimbursement Rate for Use of Personal Vehicle

- a. Mileage is measured from the closer of duty station or point of departure to destination. The business standard mileage rate is 56 cents per mile. A state employee shall be reimbursed the business standard mileage rate when using their personal vehicle for state business when the round trip does not exceed 100 miles or when a state-owned vehicle is not available. However, if a state employee chooses to use a personal vehicle when a state-owned vehicle is available, all departments and agencies will reimburse the employee at the motor fleet rate for mileage of 30 cents per mile. A written documentation must be included from the Motor Fleet Office.
- b. When parking your personal vehicle at the airport the University will use the rate of 56 cents per mile.

2. Mileage Reimbursed

- a. Reimbursement for costs incurred through use of a personal vehicle will be limited to actual mileage from the point of departure or duty station whichever is closer. Mileage should be calculated using MapQuest or Google Maps.
- b. Employees may be eligible for reimbursement for prudent use of a personal car at the destination during the travel period.
- c. Document separately on the Travel Reimbursement Form any extraordinary deviations from reasonably expected mileage.
- d. Mileage reported on the Travel Reimbursement Form is subject to review by



the Travel Office.

3. Insurance

Personal vehicles used for state business are not insured under the state automobile insurance policy. Consequently, individuals using a personal car on state business are responsible for any damages incurred.

C. Rental Vehicles (Away from Duty Station).

1. Allowable Use of a Rental Vehicle

- a. A rental vehicle (to be picked up at the destination or away from the duty station) should be used only when absolutely essential to conduct state business and when no alternative mode of transportation is practical.
- b. No reimbursement will be made for a rental vehicle when a state vehicle or personal vehicle has been authorized for the trip.
- c. Employees are expected to be prudent in incurring rental vehicle expenses for university travel.

2. Obtaining a Rental Vehicle

- a. Employee must provide written justification for use of rental vehicle.
- b. Charge the cost of rental vehicles to the employee's University American Express Card or personal credit card.
- c. Request reimbursement when filing the Travel Reimbursement Form

3. Insurance

- a. The state automobile insurance policy provides coverage to vehicles when employees lease rental vehicles for official travel from the contracted vehicle rental companies.
- b. 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.

- c. In addition, attach the original of the signed Vehicle Request and Invoice documenting the non-availability of a state vehicle to the Travel Reimbursement Form.

- c. Forward the original of the signed Vehicle Request and Invoice documenting the non-availability of a state van to Purchasing Services as an attachment to the requisition.

D. Fees When Driving a State Vehicle, Personal Vehicle, or Rental Vehicle

- 1. When a state vehicle, personal vehicle, or rental vehicle is used for official travel, parking fees, miscellaneous storage fees, and tolls are legitimate expenses, provided receipts for expenses.

- 2. When driving a state vehicle, required repairs are also legitimate reimbursable expenses, provided receipts for expenses in excess of \$3.00 per day are obtained.

- 3. Reimbursement of airport parking expense a receipt required.

- 4. No common carrier or public transportation costs are reimbursable on a trip on which an employee uses a state vehicle, personal vehicle, or rental vehicle unless it is documented in writing that such transportation was more economical in a particular situation.

E. Travel to and from the Airport or Destination

Reimbursement for travel between the employee’s duty station or home (whichever is less) and the nearest airline terminal and for appropriate parking may be made as follows:

- 1. Airport Shuttle - one round trip actual shuttle fare; receipt required.

- 2. Taxi – one round trip actual cost; receipt required

- 3. Personal Vehicle - Reimbursed at the state mileage rate



F. Commercial Airlines

1. Ticket Purchase

- a. Arrange the ticket purchase with one of the travel agencies designated by the Travel Office if traveler is seeking an advance.
- b. 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.
- c. Traveler must check yes for air advance on Travel Authorization Form.
- d. Do not claim the ticket purchase on the Travel Reimbursement form. It must be deducted as an advance.
- e. If you choose not to use one of the contracted travel agencies, you will be reimbursed after the trip.
- f. Flight insurance is not a reimbursable expense
- g. Frequent Flier Miles earned by state employees traveling on state business and at state expense should be used to the extent possible on future state business trips.
- h. Coach fare for rail and bus service on state business is reimbursable



- i. Employees traveling internationally must follow the “ Fly America Act”

G. Approve Travel Agencies:

- a. Travelink American Express: 800-821-4671
- b. Cliqbooks : www.mycliqbooks.com