

The Travel Manual

NC STATE UNIVERSITY

University Controller's Office
Raleigh, NC 27695

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The Current State of University Travel

Source: [3D Memo: Travel Exception Process and Required Approvals during COVID-19 Impacted Operations](#)

University travel remains restricted due to UNC System directives and public health concerns. All travel is considered an exception and must be approved by the Chancellor or the Chancellor's designees. Travel exception approvals are required before travel occurs, and for reimbursement of any travel expenses. The only exemptions to this travel exception requirement are 1) reimbursement for in-state mileage-only travel; or 2) reimbursement for in-state travel with no overnight stay. Emergency Management and Mission Continuity (EMMC) will continue to coordinate the travel exception process for the university and advise the Cabinet regarding UNC System, OSBM, State of North Carolina (including Executive Orders) and CDC travel protocol. The university will adhere to recommendations ensuring prudent and, as feasible, uniform decisions. All travel exception requests must be submitted via the [Travel Exception Form](#) (except for in-state mileage-only travel or in-state travel with no overnight stay which are exempted from this requirement).

- As designated by the Chancellor, Cabinet leadership will review and determine resolution of travel exception requests specific to their functional areas.
- The travel exception process is a preliminary step to, not in lieu of, the standing travel authorization process. Colleges and units are expected to review, and approve or deny, travel authorization requests per their normal standard operating procedures.
- Travel exception requests should be submitted at least two weeks prior to travel departure date and no further than two months in advance.
- An email confirming the submission will be sent to the individual initiating the request. When the request is routed to the Cabinet leader for review, the applicable Associate Dean for Research, Academic Affairs, or Extension (ADR/ADAA/ADE) or similar key contact, and the unit Finance lead such as the Assistant Dean for Finance (ADF), will be copied.
- Resolution of the request (approval or denial) will be communicated via email to the requester, and the applicable ADR/ADAA/ADE/ADF or key contact.
- If the travel exception is approved by the Cabinet leader, the approval email must be uploaded with the travel authorization and travel reimbursement request in MyPack Portal.
- Travel exception requests must be approved in advance of submitting a travel authorization via MyPack Portal.
- Documented approvals of travel exception requests are required to receive reimbursement for travel expenses.

Approval of travel exceptions may be revoked or adjusted at any time as deemed appropriate by university leadership due to changes in risk locally, the area in which travel is planned and travel conveyances; and will be communicated to the traveler as appropriate.

Questions related to the travel exception process and/or status of an exception request should be directed to EMMC (919-515-9657 or ncstateemmc@ncsu.edu)

Travel Warnings and Alerts

Before committing to any travel expenses, consult the U.S. Department of State website to review travel warnings and alerts for your travel destination.

US. Department of State

<http://travel.state.gov/content/passports/english/alertswarnings.html>

Be alerted to evolving health and security threats by checking the [CDC's Travelers' Health website](#) and subscribing to receive security alerts from the [US State Department](#).

When are Warnings Issued?

The U.S. Department of State issues a Travel Warning when they want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

When are Alerts Issued?

The U.S. Department of State issues a Travel Alert for short-term events they think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert

General Information

1.0 General Requirements

1.0.1 Purpose

The policies and guidelines in this document provide uniform guidance regarding allowable expenses and reimbursements for travel on official state business. The travel rates and reimbursement amounts found in this chapter generally represent minimum standards.

The university travel requirements apply to all university funds.

Deans, department heads and directors are responsible for authorizing travel activities for their employees and, at their discretion, may make the application of university travel policies, rules and regulations, and guidelines more restrictive but not less restrictive for their departments.

1.0.2 Cost-effective Travel for University Business

Employees traveling on official state business are expected to utilize the most cost-effective and efficient method of travel. Excess costs, circuitous routes, delays, 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.

Employees will be responsible for unauthorized costs, costs incurred for personal reasons and costs incurred in variance with this standard.

1.0.3 Travel Eligible for Reimbursement

Official University Business

These policies are intended to apply only to university employees or other persons on official university business. Official state business occurs when the university employee or other person is traveling to:

1. Attend approved job-related training, or
2. 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.

In-state and Out-of-state Travel

Subsistence costs are reimbursable for in-state and out-of-state travel on official university business. Out-of-state travel status begins when the employee leaves the state and remains in effect until the employee returns to the state. However, in-state allowances and subsistence rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period.

Employees traveling out of the United States must ensure that they understand and are compliant with the following U.S. requirements governing such travel:

1. Export control regulations
2. Animal care and use regulations

As part of the travel authorization process, an employee requesting out of the United States travel must certify their understanding of these requirements and acknowledge their personal responsibility to comply with the requirements. Questions regarding these requirements may be addressed to the Compliance Officer for Integrity, Objectivity and Security in the Office of Sponsored Programs and Regulatory Compliance at (919) 513-8226.

To gain an understanding about areas of concern regarding foreign travel for official University business, employees planning foreign travel should first become familiar with the university's [Export Controls Management web site](#) and [NC State's Foreign Travel Briefing](#).

Employees are responsible for obtaining approvals and providing support for official university business travel trips including both overnight and day trips.

1.1 Travel Reimbursement or Payment

1.1.1 Reimbursement Requests

Employees travelling on state business are responsible for submitting reimbursement requests in accordance with internal agency policies. Pursuant to G.S. 138-6(c), requests for reimbursement and documented expenditures shall be filed within 30 days after the travel period ends for which the reimbursement is being requested.

Specific dates of lodging must be listed on the reimbursement request. See 2.3-2.3.5 for more on lodging.

Each meal reimbursement rate must be listed on the reimbursement request. Departure and arrival times must also be listed on the reimbursement request. See 2.1-2.2.6 for more on meal reimbursements.

Receipts are required for transportation cost reimbursements including airfare, rental vehicles, taxi, car service, mobile phone ordered car service, airport shuttle service, public transportation, parking fees, tolls, and storage fees. See 3-7.5 for more on transportation.

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

1.1.2 PCard & Marketplace

To the extent possible, the MarketPlace or a university-purchasing card (PCard) should be used for travel expenses including payments made directly to travel related vendors by the departments or employees for airline, train, bus, rental car, conference registrations, group meals, and lodging expenses. However, the PCard may not be used for meals subject to per diems or for personal purchases. When using the PCard for travel, the cardholder must ensure that only business expenses are charged to the University.

The PCard holder is responsible for retaining the original itemized receipts for charges made to the PCard and submitting them to the department reconciler for reconciliation and audit purposes with an explanation of the business purpose and/or reference to the related Travel Authorization (TA) number. The purpose of the trip and/or reference to the related TA number must be recorded on the supporting documentation maintained on file at the department as well as on the supporting documentation submitted with the monthly PCard statement reconciliation.

Information regarding the PCard program, its guidelines and reconciliation requirements, as administered by the University's Purchasing Department is available on their website at <https://procurement.ofa.ncsu.edu/card-services/pcard/>

Employee misuse of PCards is grounds for termination.

1.1.3 Travel Advances

Travel advances, issued from non-state funds, are available to permanent and temporary employees who have not been issued PCards for travel purposes, visitors, and students when a university PCard cannot be used and one of the following conditions exists:

- Trip exceeds 30 days.
- Trip is for Out of Country travel.
- A visitor, student, or volunteer whose documented travel needs exceed \$50.
- Group or team travel.

In cases where the above conditions are not met but the travel presents financial hardships on the employee and a PCard, American Express card, or personal credit/debit card is not available, the employee may request in writing to the University Controller an exception to this rule. Exceptions to this rule must be approved by the University Controller's Office.

Requesting a Travel Advance

Eligible employees and non-employees should complete the appropriate travel advance forms on the University Controller's Office website when using a travel advance.

- Employees submit an [AP102/AP103 Employee Travel Authorization, Advance and Reconciliation](#)
- Non-employees submit an [AP104/AP105 Non-Employee Travel Authorization, Advance and Reconciliation](#)

Download the files and complete the forms electronically. Handwritten forms will not be accepted.

Travel advances to temporary employees, visitors, students, or volunteers require a cosigner for the travel advance. (See the [AP105](#)). The temporary employee, visitor, student, or volunteer is responsible for repayment of the advance. However, if not repaid by the non-employee or temporary employee receiving the advance, the cosigner will be responsible for repayment of the travel advance.

Foreign visitors must also provide the appropriate travel visa to the University Controller's Office with the completed forms.

Completed forms should be submitted to the University Controller's Office, campus box 7204.

Amount/Availability

Travel advances cannot exceed the estimated cost of the trip, less any pre-payments or anticipated PCard payments. Travel advances will be paid via direct deposit to the individual's bank account or check.

Settlement/Return of Travel Advance

Settlement of travel advances may not be processed through the Travel Reimbursement System but must instead be processed by completing the appropriate combined travel authorization & travel advance and reconciliation forms Excel file and submitting the file, signed statements and supporting documentation to the University Controller's Office.

The completed combined files, signed statements and supporting documentation should be submitted within 30 days after the travel period. The travel advance will be deducted from the total expenses claimed by the traveler. A reimbursement for the net amount due will be issued to the traveler via the direct deposit program, or if a visitor or student, via their selected option. When a travel advance exceeds total expenses claimed, the traveler must attach a check or money order, payable to NC State University, with the travel information submitted to the Controller's Office. The Controller's Office will not accept cash for settlement of the advance.

Settlement of Visitor Travel Expenses

The combined Non-Employee Travel Authorization (AP104) & Travel Advance and Reconciliation (AP105) Excel file for a visitor should be processed as close to the date of departure as possible. To ensure timely processing, the visitor/department may request reimbursement or settlement of a travel advance prior to the date of departure and include the expenses for any remaining day(s) of travel. The department should contact the Controller's Office for immediate settlement of a visitor's travel advance and/or travel reimbursement. Any

expenses claimed for the remaining day(s) must be supported with appropriate documentation and such documentation should be provided to the University Controller's Office as soon as possible. If the appropriate documentation is not provided timely to the Controller's Office, the visitor will be responsible for refunding the University any unsupported amounts. If the visitor fails to refund the unsupported amounts then the person cosigning for the visitor's travel will be responsible for refunding this amount to the university.

Settlement of Advances for Canceled Trips or Terminated Employees

If a trip is canceled or an employee is terminated, any outstanding advance must be returned to the Controller's Office immediately.

Departments must ensure that employees separating from the University have resolved all outstanding travel advances prior to their last day of work. Departments will be responsible for paying back any travel advances not settled with terminated employees.

Delinquent Travel Settlements or Return of Travel Advance

Delinquent travel settlements or other noncompliance with the travel advance policy may result in the withdrawal of the travel advance privilege from the employee. The Controller's Office reviews the status of travel advances monthly.

The Controller's Office will notify the departments and travelers when advances become 30 days old. If after 30 days of this notification no response is received, a payroll deduction will be made from the traveler's or cosigner's monthly payroll deposit.

Settlement of travel advances may not be processed through the Travel Reimbursement System but must instead be processed by completing the appropriate combined Travel Authorization & Travel Advance and Reconciliation Form Excel file and submitting the file, signed statements and supporting documentation to the University Controller's Office.

The completed combined files, signed statements and supporting documentation should be submitted within 30 days after the travel period. The travel advance will be deducted from the total expenses claimed by the traveler. A reimbursement for the net amount due will be issued to the traveler via the direct deposit program, or if a visitor or student, via their selected option

1.1.4 Departmental Responsibilities

Departments must ensure that their employees are aware of the university's policies, rules and regulations, guidelines and any additional restrictions imposed by the department. Travel Coordinators, who are knowledgeable about travel requirements, should be assigned by the Department Head to assist employees. The name and contact information of the Travel Coordinator should be submitted to the Assistant Controller over Accounts Payable in the University Controller's Office. The departments must ensure that all employees designated as Travel Coordinators have received training on travel as provided by the University Controller's Office.

Department Heads are responsible for approving in advance all overnight travel and excess lodging, as well as other travel items discussed in the university's travel policies. For employee overnight travel, this is done using the university's travel authorization system located within The Travel Center. For non-employee travel and/or travel on a university travel advance, travel authorization is provided by using the appropriate travel authorization form on the University Controller's Office website at <http://controller.ofa.ncsu.edu/thetravelcenter/travel-forms/>. Except for student travel, Department Heads may delegate authority for approving travel authorizations. When approving travel, Department Heads and designees must consider the business need for the trip, the necessary costs associated with the trip, and the reasonableness of such charges.

Departments must maintain a copy of the travel authorization in the departmental files in accordance with the university retention policy. Copies are not required to be maintained for information that is available on the Travel Center or imaged on the university's financial system.

Departments are responsible for reviewing and approving all payments related to travel activities including prepayments by departments, the use of PCards and the MarketPlace, and reimbursements. Payments by departments to travel related vendors should be made using a PCard or via the MarketPlace. When these electronic payment options are not available due to vendor limitations, payments are made using the voucher system. For prepayments and PCard or MarketPlace payments, the travel coordinator/employee should maintain a separate record or history of these payments by traveler/trip to assist in preparing and initiating the travel reimbursement. Departmental supervisors sign the travel reimbursement request (which includes information regarding expenses that are prepaid or paid by PCard or incurred through the MarketPlace) certifying that the expenses for the entire trip were reasonable, for the purposes noted, and that overnight stays and excess lodging rates were pre-authorized.

When the employee reimbursement requests are received, departments must ensure that the claim is submitted within the 30 day statutory requirement, that receipts substantiating the travel expenses being requested match the requested amounts and are attached, that the required form has been completed and that the employee has properly signed the reimbursement form and the required traveler's certification.

Departments must ensure that all prepaid items and items paid by PCard or through the MarketPlace are listed on the form under the "Prepaid/PCard" section and that items already paid for or to be reimbursed by other sources are not included in the reimbursement calculation. In addition, when meals are included in payments already made (such as, conference or hotel registrations), such meals must be excluded from the Travel Reimbursement System (TRS) calculated meals. Before completing the travel request, the employee/ travel coordinator should perform review procedures to ensure that payments already made or included in registrations are not duplicated in the reimbursement calculation.

If the traveler is a non-employee student, a copy of the [Non-Employee Travel Authorization Form/AP104](#) must be included with the reimbursement request for processing by the University Controller's Office.

Departments must establish written procedures to ensure the timely and accurate processing of travel reimbursement requests. Generally, departments should take no more than 1-5 working days to process a travel reimbursement request once received and determined complete.

Once travel is complete and entered into the TRS, the travel reimbursement voucher should be created. Departments must ensure that all vouchers related to travel are approved by a college approver and that the voucher with supporting receipts/documentation is submitted to the University Controller's Office within 24 hours of college approval or time frames agreed to by the University Controller's Office.

1.1.5 Trips for University Business and Non-University Purposes

When an employee travels on university business and includes non-university functions as part of the trip, the employee must ensure that:

1. the trip is necessary and primarily for business purposes;
2. non-university purposes do not limit, interfere, or minimize the business purpose;
3. expenses incurred for the business portion are not higher as a result of the non-university purpose;
4. only the business expenses are charged to the university;
5. no personal expenses incurred during the trip are charged to the university.

Airfare for family members and extended airfare not considered necessary for the business purpose; lodging costs beyond that necessary for the business function, additional charges for unrelated accompaniment, and other room charges such as food, laundry, movies, game rentals, etc; and the use of rental cars for non-university business purposes are personal expenses and may not be charged to the university.

1.1.6 Personal Trips

The University is not responsible for and will not reimburse travel expenses that are considered personal in nature.

1.1.7 Penalties and Charges due to Cancellations

Penalties and charges resulting from the cancellation or change of travel reservations (including airline or hotel reservations and conference registration) shall be the department's obligation if the employee's travel has been authorized and the cancellation or change is made at the direction of and/or for the convenience of the department. When 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. 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 may pay the penalties and charges.

Changes or cancellations resulting in a refund or a lesser charge are to be returned/deposited into the department project and account from which the expense was originally charged.

1.1.8 Travel Authorization and Reimbursement System

When requesting authorization to travel overnight and blanket travel authorizations, employees are required to use the Travel Center, a function of the Financial System. The Travel Center is accessible through the University's MyPack Portal. The Travel Center is not currently required for employee travel related to a university travel advance.

When claiming reimbursement of travel expenses not related to a travel advance, employees are required to use the Travel Center, a function of the Financial System. The Travel Center is accessible through the University's MyPack Portal.

When a university travel advance is issued for a trip, the traveler may not use the Travel Center for reimbursement of expenses beyond those covered with the advance and must use the appropriate travel advance and reconciliation form on the University Controller's Office website at <http://controller.ofa.ncsu.edu/thetravelcenter/travel-forms/> .

1.1.9 Travel Reimbursement Requests, Traveler's Certification, and Approval

All travel reimbursement requests must include electronic certification by the traveler that they incurred the expenses claimed for the business purpose noted and that they have not received nor anticipates receiving at a future date other reimbursement for the amounts claimed, prepaid, or paid by a university PCard for this trip. By this certification, the traveler makes a representation that, with the claim and supporting original receipts, establishes their right to reimbursement.

The supervisor/approver must also electronically approve the travel reimbursement request to indicate that they have examined the request and have determined that the trip expenses claimed are reasonable for the business purposes noted, and that any overnight stays/excess lodging rates have been pre-authorized. The traveler's certification and the supervisor's approval are required for reimbursement and must be provided by the actual person traveling and supervising the traveler.

1.1.10 Timing of Travel Reimbursement Requests

NC General Statute 138-6(c) requires that all travel reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested. Reimbursements submitted 30 days after the travel period may be reported as taxable income to maintain compliance with IRC Regulation 1.62-2, which requires that entities under an Accountable Plan substantiate expenses within a reasonable period of time. Travel reimbursement requests filed 60 or more days after the travel end date must have a documented valid justification.

Departments are responsible for ensuring that travel claims are submitted within the required statutory time frames.

1.1.11 Penalties for Filing False Travel Claims

The University is subject to the provisions of the State Executive Budget Act and the accompanying Budget Manual published by the Office of State Budget and Management. Section 5.0 of the Budget Manual covers the State's policies and regulations governing travel by state employees. Article 10 of the State Executive Budget Act provides the following penalties for violations of the Act as follows:

- **Class 1 misdemeanor**

A person to knowingly and willfully (1) withdraw funds from the State treasury for any purpose not authorized by an act of appropriation, (2) approve any fraudulent, erroneous, or otherwise invalid claim or bill to be paid from an appropriation, (3) make a written statement, give a certificate, issue a report, or utter a document required by this Chapter, any portion of which is false

- **Class A1 misdemeanor**

A person to make a false statement in violation of G.S. 143C-6- 3. 23(c)

- **Forfeiture of Office of Employment**

An appointed officer or employee of the State or an officer or employee of a political subdivision of the State, whether elected or appointed, forfeits his office or employment upon conviction of an offense under this section.

1.1.12 Requesting Travel Reimbursements when on Dual Employment Status

Employees that are in dual employment status with another state agency shall present related requests for travel to the receiving agency. Before payment of these expenses to the employee, all the other travel reimbursement requirements must be met.

Travel Requirements for University Employees

2.0 Authorization to Travel

2.1.1 General

Employees traveling on University business must have written prior approval from the department head or their designee to qualify for reimbursement of overnight travel costs or meal cost when traveling overnight. Department Heads, or others that authorize travel, must have their travel authorized similarly by their supervisor or their designee.

Items that require specific written prior approval by the department head include:

1. overnight travel including lodging and meals,
2. excess lodging rates,
3. excess meals for out-of-country travel,
4. business class fare for international overseas flights,
5. vehicle rentals,
6. use of a private vehicle,
7. and attendants for handicapped employees.

For overnight travel, employees and departments must use the Travel Center or, if related to a travel advance, the combined Employee Travel Authorization ([AP102](#)) and the Employee Travel Advance and Reconciliation ([AP103](#)) forms on the University Controller's Office website. For persons that have frequent and routine travel activities, the departments may consider providing blanket travel authorizations as discussed in 2.0.0 rather than use the Travel Center.

For insurance/liability purposes, employees should always make sure that they can support their travel activities as being for official university business as authorized by the department even for day trips. It is recommended for verification purposes that employees document their communication of the travel plans and the business purpose of day trips with their supervisor or their designee prior to the trip by email, memo, letter or other departmental form.

2.1.2 Blanket Travel Authorizations

Except for travel outside the United States or travel by a non-resident foreign national, employees may be granted a blanket travel authorization for travel that is either:

1. on a routine and repeating basis and generally for similar activities that make it impracticable to obtain specific trip approvals, or
2. in response to emergency situations or immediate and time sensitive duties that make it impracticable to plan travel times.

Blanket travel authorizations must:

1. be completed using the Travel Center travel authorization process;
2. include a business purpose/description , specified travel period, and estimated maximum amount per trip for the subject travel;
3. include specific authorizations as required by the Travel Center; and
4. be approved by the appropriate department head, or designee, prior to travel beginning.

Blanket travel authorizations may not exceed a period of one year. Blanket authorizations may be renewed on an annual basis. It is the department's responsibility to ensure blanket travel authorization approvals are complete prior to travel beginning.

Employees traveling on blanket travel authorizations with approval of excess lodging expense must maintain documented evidence to substantiate that the excess lodging rate claimed is within the prevailing rate for reasonable accommodation and otherwise in accordance with the requirements of [2.3.2](#) of these standards. If the excess daily lodging rate claimed is more than \$300, documented evidence should be attached to the travel expense reimbursement request to support that the rate claimed is within the prevailing rate for reasonable accommodation.

2.1.3 Non-Resident Foreign National Travel Authorization

Employees that are non-resident foreign nationals must use the Travel Center to authorize travel. The travel authorization will route to the Controller's Office Tax Specialist for review and determination of any taxable issue with the travel authorization request. The tax specialist may need to discuss certain matters with the employee prior to completing the review which may be done via e-mail or telephone. If no problem, the tax specialist will approve the travel authorization and the authorization is then made available to the department approvers for review and approval. Questions regarding employee non-resident foreign national travel may be addressed to the Controller's Tax Accountant, Misty Bauguess, at mabaugue@ncsu.edu.

2.1.4 Alternatives to Travel

Before requesting and approving a travel request, options to travel such as teleconferencing and carpooling should be considered to minimize costs. For example, contact could be made with the University ComTech office or campus operator at 515-2011 for information on operator assisted calls such as a "meet me call" or a "conference call."

3.0 Subsistence Expenses

3.1 Subsistence Allowance Rates

Subsistence is an allowance for lodging and meal costs (including gratuities). To be eligible for allowances while in travel status, the employee must be acting in an official capacity as required by their work activities and the travel destination must be at least 35 miles from the employee's duty station or home, whichever is less. Travel reimbursement calculations must involve the starting address of the employee's regularly assigned duty station or home, whichever is less, to the final travel destination.

A University employee who is authorized by the department head or designee to incur lodging and meals costs (including gratuities) while in travel status should use the following schedule for reporting allowable subsistence expenses:

Current Subsistence Rates Chart

	In-State	Out-of-State	Out-of-Country
Breakfast	\$9.00	\$9.00	\$9.00
Lunch	\$11.80	\$11.80	\$11.80
Dinner	\$20.50	\$23.30	\$23.30
Lodging	\$78.90	\$93.20	\$93.20
Daily Total	\$120.20	\$137.30	\$137.30

In-State travel rates apply to travel within the State of North Carolina or when employees use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state or out-of-country travel during the same travel period.

Out-of-State travel rates apply to travel within the United States except North Carolina or when employees use hotel and meal facilities located outside North Carolina but within the United States immediately prior to and returning from out-of-country travel during the same travel period.

Out-of-Country travel rates apply to travel outside the United States and remains in effect until the employee returns to the country.

Federal per diem rates may be available for out-of-country travel on a Contracts and Grants account if the Federal contract authorizes the per diem rate, and the Office of Contracts and Grants and the Controller's Office approves the use of this rate prior to the travel occurring. The Controller's Office approval is contingent on approval from the Office of State Budget and Management. If approved, the reimbursable rate is the prevailing Federal per diem rate at the time of travel.

3.2 Meal Expenses

3.2.1 Meal Allowances When in Travel Status but Not Traveling Overnight

Meal allowances are not allowed for travel unless overnight travel criteria are met.

3.2.2 Meal Allowances When Traveling Overnight

University employees when in overnight travel status are eligible to receive reimbursement for meals (including lunches) for full days of travel and for partial days (less than 24 hour period) when the partial day is the day of departure or the day of return and the partial day involves an overnight stay. The following applies to be eligible for meals on partial travel days:

- Breakfast - Depart duty station prior to 6:00 A.M.
- Lunch - Depart duty station prior to Noon (day of departure) or return to duty station after 2:00 P.M. (day of return).
- Dinner - Depart duty station prior to 5:00 P.M. (day of departure) or return to duty station after 8:00 P.M. (day of return).

3.2.3 Determining Reimbursement for Travel Meals

Each employee is responsible for his or her own request for travel reimbursement. The subsistence rate for meals is inclusive of gratuities. Meal reimbursements are subject to the number of meals allowed for the travel period reduced by any meals that are included in other reimbursable expenses such as meals included in conference fees. The employee may receive the meal subsistence rate regardless of the actual amount incurred for meals.

Meal reimbursements are calculated by the Travel Center based on the subsistence allowances shown in 2.1.1 above Subsistence Allowance Rates. Times of departure and arrival must be recorded on the travel reimbursement to calculate the meal reimbursement. The costs of meals included in other related activities (registration fees, conference costs, hotel registration, airfare, etc.) that are predetermined and not optional, may not be duplicated in the reimbursement request.

If claimed, an employee may be reimbursed for breakfast even if their lodging establishment offers a free continental breakfast.

3.2.4 Excess Travel Meals

As required by NC General Statute 138-6 and the Office of State Budget and Management, no excess reimbursement for travel meals is allowed to employees from state agencies or institutions unless (1) there are predetermined charges, (2) excess meals are prior approved for out-of-country travel, or (3) the Office of State Budget and Management has approved the reimbursement for excess meals (for example, if the use of a Federal per diem is approved by the Office of Contract and Grants, the Office of State Budget and Management must prior approve the use of the federal per diem rate).

The department head or their designee may grant excess subsistence for meals for out-of-country travel. Approval must be documented and must be granted as part of the prior authorization process. Itemized original receipts are required for all excess meal reimbursements.

3.2.5 Entertainment Meals

Entertainment meals are different from travel meals in purpose, scope and amounts, and for gift development and recruitment purposes are considered a customary and usual business expense. Entertainment meals for purposes such as gift development, faculty/staff recruitment, or other approved purposes are considered non-travel meals, when additional travel expenses are not claimed. If employees are traveling and incur expenses for an entertainment meal at a business meeting for purposes of gift development, faculty/staff recruitment, or other prior approved purpose, they should request reimbursement when filing their travel reimbursement request.

If travel expenses are not involved, entertainment meal expenses paid to an employee must be charged to account number 53991, following the requirements under the [Internal Conferences and Meeting Expenses](#) guidelines, section 1.0 Non-Travel Meals Authorization and Expense Form and section 4.0 Business Meetings with University Guests and Other Individuals External to the University, and paid from exempt non-State appropriated trust funds that are available for such purposes. Employees may not request duplicate reimbursements for meals.

The department head or their designee must approve all entertainment meals. Approval must be documented and must be granted as part of the prior authorization process. Itemized original receipts are required for all entertainment meal reimbursements.

3.2.6 Meal Tips

As noted below in 9.4, meal tips incurred by the traveler are included in the established meal subsistence allowances rates in 2.1. Meal tips are not separately reimbursable unless excess travel meals have been approved as discussed in 2.2.4.

3.3 Lodging Expenses

3.3.1 Reimbursement for Lodging Expenses

In order to qualify for reimbursement for overnight stays, the travel must involve a travel destination located at least 35 miles from the employee's duty station or home, whichever is less, to the final travel destination. Employee lodging expenses that are paid for or reimbursable by an entity outside NC State University may not be charged to the university.

Reimbursement for lodging is limited to actual cost, up to the applicable subsistence rate discussed in 2.1 above. (See discussion below on Excess Lodging for exceptions to this reimbursement limitation.) The 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.

Reimbursement of lodging costs, whether in-state, out-of-state, or out-of-country, must be documented by an original receipt of actual lodging expenses from a commercial lodging establishment. The original receipt must provide evidence of:

1. the claimant as the traveler,
2. the travel dates,
3. the room rate and taxes,
4. a final itemized billing of the lodging expenses incurred, and
5. the name and address of the lodging establishment.

To the extent possible, PCards should be used to pay for lodging costs. When using the PCard, the employee should ensure that only business expenses are charged to the PCard. Expenses such as food, laundry, movie or game rentals charged to the room must be paid for personally and not charged to the university issued PCard.

3.3.2 Excess Lodging

Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance from the department head or their designee. Excess lodging is allowed for the following reasons:

- Employee is in a high cost area and the current allowance is insufficient to secure lodging,
- Cost of the excess lodging is less than the cost of lower cost lodging plus transportation costs.

Excess lodging authorization is not allowed for reason of convenience or personal preference for the employee. The employee may exceed the part of the ceiling allocated for lodging without approval from the department head or his or her designee provided that the total lodging and food reimbursement does not exceed the maximum daily subsistence as discussed in 2.1 above is not exceeded.

Employees traveling on authorizations with excess lodging expenses should maintain documented evidence to substantiate that the excess lodging rate claimed is within the prevailing lodging rate for reasonable accommodation and otherwise in accordance with the requirements of this standard. If the excess daily lodging rate claimed is more than \$300, documented evidence should be attached to the travel expense reimbursement request to support that the rate claimed is within the prevailing lodging rate for reasonable accommodation.

3.3.3 Lodging in Non-Commercial Lodging Establishments

Reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is not allowed unless approved in advance by the University Controller's Office, as delegated by the Office of State Budget and Management (OSBM). Requests for third party/non-commercial lodging must provide evidence of savings to the state based on allowable in-state and out-of-state lodging rates (see Section 5.1.2 of the State Budget Manual). An exception may be granted for requests that do not show savings with sufficient justification to support the necessity for third party lodging. Applicants must provide details regarding the arrangement, including (1) amount to be charged, (2) the length of stay, and (3) leasing information. A signed rental agreement must be presented to receive reimbursement.

Third party/non-commercial lodging will not be considered for non-affiliates of North Carolina State University or lease agreements with family members or NC State University employees. Family members are defined as employee and family members of the employee, which includes brothers, sisters (whole or half blood), spouse, ancestors and lineal descendants. Further, a family member of the employee's brother, sister (whole or half blood), spouse, ancestor or lineal descendant is also considered a family member for purposes of this policy. A Third Party Lodging lease agreement with other entities in which an employee or a family member has an interest is prohibited.

Requesting Pre-approval to Utilize Third Party/Non-commercial Lodging

Employees must complete an online travel authorization in the Financial System and obtain the required prior approvals.

If an employee desires to stay in an establishment other than a commercial lodging establishment, while in travel status, the employee/travel coordinator must complete the [Pre-Approval for Third Party/Non-Commercial Lodging Form](#). The form must be approved by the department head or designee and submitted to the University Controller's Office for approval.

The employee/travel coordinator must review the leasing agreement and calculate the estimated daily rate.
 Total lodging amount ÷ (# of occupants x # of nights) = estimated daily rate

- If the estimated daily rate does not exceed the State approved daily rate, the traveler must attach a copy of the lease agreement and justification to the Pre-Approval for Third Party/Non-Commercial Lodging Form.
- If the estimated daily rate exceeds the State approved daily rate, the traveler must provide a copy of the lease agreement and three standard midrange hotels for comparison and justification.
- If the estimated daily rate exceeds the State approved daily rate and the standard midrange hotels, an exception may be granted based on certain criteria to include:
 - the availability of suitable lodging in the area;
 - the location of available lodging in the area;
 - the type of lodging available in the area;
 - safety consideration for travelers; and
 - other extenuating circumstances not covered by the above items.

Exceptions must be supported with adequate documentation. No excessive costs, luxury accommodations, or unnecessary services for the convenience or personal preference of the travelers will be approved.

The University Controller's Office will communicate with the employee/travel coordinator as to the approval or denial. If approved, a signed rental agreement must be presented to receive reimbursement. University travelers who fail to obtain approval for third party/non-commercial lodging in advance may be personally responsible for any costs that are incurred as a part of the rental/lease agreement. Costs incurred without pre-approval will not be paid from state funds.

Approval

The University Controller's Office Travel Manager will review the Pre-Approval for Third Party/Non-commercial Lodging Form. Requests for third party/non-commercial lodging must provide evidence of savings to the State.

The Controller's Office will validate that the lease is not involving a family member and NC State University employees by searching the appropriate county/state records to determine ownership of the property.

An exception may be granted for requests that do not show a savings with sufficient justification to support the necessity for third party/non-commercial lodging. Exceptions will be granted based on certain criteria to include:

- the availability of suitable lodging in the area;
- the location of available lodging in the area;
- the type of lodging available in the area;
- safety consideration for travelers; and
- other extenuating circumstances not covered by the above items.

Exceptions must be supported with adequate documentation. No excessive costs, luxury accommodations, or unnecessary services for the convenience or personal preference of the travelers will be approved.

Once approved or denied by the Chancellor or Chancellor's designee, the request will be forwarded back to the requesting department.

3.3.4 Lodging Shared by Employees

Employees traveling may share room/lodging accommodations. When doing so, the employee paying for the lodging expenses must be the employee filing for expense reimbursement. When submitting the reimbursement claim, each employee should indicate in the comment section of the reimbursement claim that the room was shared with (indicate the person's name that the room was shared with) and which employee paid for the lodging expense. Only the person incurring the expense is eligible for reimbursement. The allowance rate for shared lodging is the same as noted above in 3.0.

3.3.5 Tips Provided to Hotel Employees

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. Housekeeping tips are not allowed.

As noted below in 8.4, tips for handling baggage when arriving at or departing from the place of lodging can be claimed separately and must be itemized under the "Other Expense" section of the travel reimbursement form. Tips to a hotel employee for baggage handling or baggage checking should not exceed \$2 per bag.

4.0 Transportation Expenses

4.1 Transportation Expenses When Traveling By Air

4.1.1 Transportation by Commercial Airlines

Transportation by commercial airlines is limited to actual coach fare, substantiated by receipt. Special charges by commercial airlines including baggage fees, seating accommodations within the coach class section, or airport service charge are allowable charges and may be paid/reimbursed as part of air transportation expenses. However the number of bags should be reasonable in relation to the business purpose. For example, if the number of bags checked exceeds 2, the purpose of the trip should justify the additional bags.

Employees traveling internationally on overseas flights may be reimbursed actual business class fare (substantiated by receipt) with prior approval of the department head or designee.

Coupons or certificates for reduced air fare if acquired by a state employee while traveling on state business at State expense are the property of the State and should be used, to the extent possible, by the State employee on future State business trips.

As noted below in 8.5, flight and/or travelers insurance including life and/or medical insurance is not reimbursable.

4.1.2 Travel to/from Airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal (or train/bus station if applicable) and for appropriate parking may be made under the following circumstances.

1. Taxi, car service, mobile phone ordered car service, or Airport Shuttle - Actual costs with original receipts.
2. Private car - The business standard mileage rate set by the Internal Revenue Service for a maximum of two round trips with no parking charge, or for one round trip with parking charges. For employees working at the main campus, the maximum mileage for one round trip is 30 miles and for two is 60 miles. Original receipts are required for airport parking claims.
3. Use of Public Transportation - In lieu of using a taxi or airport shuttle, employees can be reimbursed without original receipts \$5 for each one-way trip either from or to the airport and the duty station or home (whichever is less). Original receipt required if cost is greater than \$5.00.

4.1.3 Travel to/from Airport at Employee's Destination

Reimbursement for travel to and from the airline terminal (or train/bus station if applicable) at the employee's destination may be made where travel is via the most economical mode available as listed below:

1. Taxi, car service, mobile phone ordered car service, or Airport Shuttle service - Actual costs with original receipts

2. Rental Vehicles - may be used with the prior approval of department head or his or her designee. Original receipt is required. Insurance on rental vehicles is not reimbursable from University funds when travel is in-state or out-of-state.
3. Use of Public Transportation - In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel meeting to the airport. Original receipt required if cost is greater than \$5.00.

4.1.4 Transportation by Chartered Aircraft

The use of charter aircraft must be approved by the department head or their designee provided the following is substantiated and put in writing:

1. A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
2. The use of a charter flight is more economical than a commercial flight.
3. The use of a charter flight is necessary because of unusual travel circumstances.

4.2 Transportation Expenses When Traveling by Ground

4.2.1 Transportation by Passenger Vehicle

University travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the university. With regard to passenger vehicle travel, whether in-state or out-of-state, university departments shall:

- Maximize the utilization of university-owned vehicles,
- Make use of State term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Service), and
- Reimburse for use of personal vehicles on a limited basis in situations when the use of state owned vehicles or state term contract rental vehicles are not readily available

4.2.2 Taxi and Shuttle Service - Travel Involving Trips Other Than To/From the Airport

The actual cost of taxi and shuttle service fares is reimbursable when required for travel on official state or university business. Service cost exceeding \$5.00 must be documented with an original receipt.

4.2.3 Rail or Bus

The actual cost of coach fare for rail and bus service on state or university business is reimbursable. Service cost exceeding \$5.00 must be documented with an original receipt.

4.2.4 Rental Vehicles

Rental vehicles may be used with the prior approval of the department head or their designee. Rental vehicles are not authorized for personal use.

For both in-state and out-of-state travel, rental vehicles shall be obtained through the State Term Contract 975B when available. Unless prior approval has been obtained from the department head or his or her designee, the employee shall bear the difference in cost when renting a vehicle from a class that exceeds the

cost of a standard vehicle on State Term Contract 975B for short-term vehicle rentals. Contract details and rate information may be obtained by visiting <https://ncadmin.nc.gov/975b>.

Make a Reservation Using Your PCard or Your Department's Direct Bill Account

Travelers may reserve a vehicle covered under State Term Contract 975B through any of the following means:

1. Reservation by phone
Enterprise 1-800-RENT-A-CAR
National Car Rental 1-800-CAR-RENT
2. Online reservations
Enterprise & National: <https://partner.rentalcar.com/stateofnorthcarolina/#/>
3. Reservations at a local branch
Reservations can also be made in person at your local branch locations for both vendors.

Make a Reservation Using the University's Direct Bill Account (Not available if you have a PCard)

For direct bill Enterprise and National vehicle rental reservations, complete the [Enterprise/National Direct Bill Reservation Request](#).

If further reservation guidance is needed, please contact the vendor directly. If you have questions regarding NC State's procedures, please contact Terressa Yeakle Best at tryeakle@ncsu.edu.

An original itemized receipt is required for reimbursement to the employee or for support of a PCard payment. To the extent possible, the PCard should be used. However, when the rental vehicle is used for both university business and non-university functions, the employee may not be reimbursed for the non-university portion or charge the non-university portion to a PCard. Direct payments to rental car companies must adhere to the rental rates in the State's term contract.

4.2.5 Refueling Rental Vehicles

Travelers should choose the most economical means of refueling the rental vehicle, including self-refueling the rental vehicle before returning it to the rental agency. Prepaying for fuel as part of the rental contract when a substantial number of miles will be driven (well in excess of 100 miles) is acceptable when self-refueling the vehicle is not a viable solution due to time or safety constraints. Returning the vehicle with less than the required fuel and having the rental agency refuel the car will only be reimbursed on a special exception basis. This is not a normal business practice and will require both acknowledgement of the excess charges by the department head or employee's manager and approval by the Controller's Office. Gas receipts for refueling the rental vehicle from a commercial gas station or rental agency are required for reimbursement.

Most rental car agencies charge higher than market rates for a gallon of gasoline to refuel their vehicles. Acronyms for this service may be FSO or GSO (fuel service option/gas service option).

4.2.6 Insurance for Rental Vehicles

Travelers renting vehicles should be knowledgeable of the University's PRR on Motor Vehicle Insurance and Risk Management at <https://policies.ncsu.edu/regulation/reg-07-35-03/>. When proof of insurance is needed, travelers should obtain a rental car insurance card from their department or by contacting the University's Insurance and Risk Management Office at Campus Box 7521, Environmental Health & Safety Center or by calling 919-515-6135.

The State of North Carolina Motor Vehicle Insurance policy insures private passenger rental vehicles up to \$40,000 per value and rental trucks up to a value of \$60,000 without specifically having to report and add such vehicles to the State of North Carolina Motor Vehicle Insurance policy. However, for any private passenger rental vehicle over \$40,000 in value, for any rental truck with a value over \$60,000, for any vehicle over 10,000 GVW (gross vehicle weight)/or for any rental of 30 days or more, the traveler should contact Insurance and Risk Management to add coverage for the rental vehicle in advance of the planned rental. A Rental Vehicle Certificate Insurance Request Form can be found on the Insurance & Risk Management website. This form should be completed and sent to Insurance & Risk Management for insuring assistance.

Coverage Territory

The State of North Carolina's motor vehicle insurance policy covers leased vehicles for physical damage in the United States, Canada, Puerto Rico, the United States Virgin Islands, and other territories/possessions of the United States of America.

Refer to Insurance & Risk Management website for additional motor vehicle insurance guidance <http://irm.ehps.ncsu.edu/motor-vehicle-insurance/> .

The following travel expenses related to car rentals are not reimbursable to the traveler by the University:

1. Collision Damage Waiver/Loss Damage Waiver - Since the State of North Carolina Motor Vehicle Insurance Policy provides rental physical damage coverage as noted above, this insurance coverage is not required for state employees. The University will not reimburse a traveler choosing to pay for this type of coverage.

EXCEPTION - When traveling outside the State of North Carolina Motor Vehicle Insurance Policy Coverage Territory (see COVERAGE TERRITORY ABOVE), the employee may purchase this coverage and departments may reimburse the traveler for the cost of this insurance coverage.

If the traveler is involved in an accident with a rental car, and the possibility of a collision damage claim exists, he or she should contact Insurance and Risk Management at 919-515-6124.

2. Personal Accident Insurance - Acceptance of this insurance by the traveler will result in an additional fee or surcharge and is considered personal insurance. The University will not reimburse travelers choosing to pay for this coverage.

4.2.7 Parking Expenses

Parking expenses are reimbursable while in the course of conducting official university business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the state as low as possible.

4.3 Traveling When Using a State Vehicle

4.3.1 Laws and Regulations on Use

When traveling by car, a state vehicle may be used if determined available. If a state vehicle is available and not used, the employee may only receive reimbursement for miles driven according to the policy for personal vehicle use. Procedures for obtaining and using University Motor Pool cars can be obtained by calling the University Motor Pool Office at extension 5-9884 or visiting <https://fleetservices.ncsu.edu/reservation-request/>. The following laws and regulations apply to the use of all state cars:

1. State-owned cars shall be driven only by state employees and used for official state business only. G.S. 14-247 states, "It shall be unlawful for any officer, agent, or employee of the State of North Carolina, or of any county or of any institution or agency of the State, to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the State, or to any county, or to any institution or agency of the State."
2. The assigned driver is responsible for any towing fees resulting from improper parking and for all motor vehicle violations and/or fines while the vehicle is under their control.
3. State vehicles shall not be used by an employee while in vacation status.
4. To the extent it is practical, carpooling should be arranged when several state employees are traveling, by state vehicle, to the same destination.

Credit cards are usually available in state vehicles. If unavailable or unable to use, receipts for expenses should be submitted to Motor Pool or Motor Fleet.

4.3.2 Liability Insurance for State-Owned Vehicles

G.S. 58-194.1, "liability insurance required for State-owned vehicles", states that "Every department, agency, or institution of the State shall acquire motor vehicle liability insurance on all State-owned motor vehicles under its control." To achieve economy in providing insurance coverage for State-owned vehicles, blanket policies have been obtained. These premiums are paid by the University on a departmental basis. The maximum motor vehicle liability insurance coverage limits for each accident are \$1,000,000 per person for bodily injury and property damage; and \$10,000,000 for all bodily injury and property damage claims per accident. Any employee desiring additional protection may purchase it as a "Drive Other Car" or non-owned vehicle endorsement on his or her personal automobile liability insurance policy.

The department may, at its option, purchase collision and comprehensive insurance (known as physical damage insurance) for departmental owned vehicles through the University's Insurance and Risk Management Office. More information regarding vehicle insurance on state-owned vehicles can be found at the University's Insurance and Risk Management web site at <http://irm.ehps.ncsu.edu/>.

4.3.3 Use of State Vehicles at Employee's Destination

At the employee's destination, state cars may be used prudently for travel to obtain meals and for de-minimis personal purposes. Examples of de-minimis personal travel would include stopping for lunch, picking up a prescription at a pharmacy and related errands.

4.3.4 Reimbursable Expenses While Driving a State Vehicle

When a state-owned car is used for official travel, parking and storage fees, tolls, and required repairs are legitimate charges to the state, provided necessary receipts are obtained. Receipts are required for all tolls or parking fees.

Reimbursement requests for gas or repairs of Motor Pool Vehicles are to be submitted to Motor Pool Services. No common carrier or public transportation fares are reimbursable on a trip in which an employee uses a state car unless it is shown that such transportation was more economical in a particular situation.

4.3.5 Hitchhikers

Hitchhikers are not permitted to ride in state-owned vehicles.

4.3.6 Non-State Employee Riders

Non-state employees may accompany university employees driving state vehicles when their presence is related to state business. Non-state employees are not allowed to drive a state-owned vehicle. University students may be passengers in state vehicles to attend athletic events and other activities officially sanctioned by the University. In such cases, reimbursement from the student activity fund involved must be made to the account incurring the expense. Spouses and children of state employees may accompany them in state-owned vehicles, if ample space is available and all travel is strictly for official state business.

4.4 Traveling When Using a Personal Vehicle

4.4.1 Authorization to Use

When traveling on university business, travelers are generally allowed to choose between using a state car or personal car. However, departments may, at their discretion, require travelers to use a state car. Travelers must confirm with their travel coordinator as to any departmental restriction as to the use of personal cars. Travelers with assigned state cars must use the cars assigned to them unless:

1. Justification is presented and approval is given by the department to use a personal car, or
2. The use of a personal car does not increase the cost of travel to the state.

4.4.2 Mileage Reimbursements

Reimbursement requests for use of a personal vehicle should be made through the Travel Center unless a travel advance is being applied.

Actual mileage is reimbursable for business miles only. Mileage is measured from the closer of duty station or point of departure to destination (and return). When an employee is in travel status, miles may be reimbursed to the employee for the prudent use of a private vehicle to obtain meals and other necessities. Miles driven for personal purposes are not reimbursable.

Specific detail of the miles driven is required to support the mileage reimbursement request including the date, travel from and to locations, who visited (company, organization or individual) purpose of the trip, time of

departure and arrival, and number of miles driven. The purpose of the trip should be explained in enough detail so that a reasonable third party person would understand the benefit of the trip to the university funds charged. Departments should adopt standard forms for this purpose and ensure that they are completed and certified by the employee prior to approval of the mileage reimbursement request.

4.4.3 IRS Business Standard Rate

An employee may be reimbursed at the IRS business standard rate of 56 cents a mile on and after April 1, 2021. Personal vehicle mileage is measured from the closer of the employee's duty station, or point of departure, to the business destination(s) and return.

The mileage reimbursement rate covers all private car expenses incurred except parking fees, tolls, and storage fees. Receipts are required for these fees.

4.4.4 Non-Reimbursable Mileage/Commuting

No reimbursement shall be made to a university employee for the use of a personal vehicle in commuting from an employee's home to their duty station. No mileage reimbursement is allowed to employees on "call-back" status. For the state's policy on compensation to employees on "Call- back" status, see the State Personnel Manual.

4.4.5 Routine and Repeating Mileage Expenses

When economically possible, departmental vehicles should be used for routine and repeating university travel. Personal cars used for routine and repeating university related activities, where a departmental vehicle is not available and the mileage reimbursement rate paid is above the state motor pool rate, increases the operational cost of the related activity to the department. In these cases and to ensure that the expenditure of university funds is prudent and effective, the department head should evaluate the options available for routine and repeating university travel and approve the option that is in the best interest of the university. The option chosen should not be based on the convenience of the employee but rather on the specific program and economic benefits to the university.

4.4.6 Local Mileage Expenses

Personal mileage reimbursements to an employee from university funds for business mileage within or between campus departments or between state/federal/local agencies in the same locality as the employee's work station are only available as follows:

1. For EHRA and SHRA employees, when the round trip exceeds 20 miles, or
2. For SHRA employees, when the employee is asked to drive their personal vehicle in an activity that is a routine and recurring part of the employee's work assignment.

4.4.7 Insurance When Using Your Personal Vehicle

When employees use their personal automobile for State business, the employee's insurance provides the primary coverage. However, the State's liability insurance may provide excess liability coverage on a case-by-case basis after all valid and collectible insurance has been exhausted. The State's automobile insurance will not reimburse individuals for deductibles under their private insurance. Individuals who use their

personal vehicle for State business on a routine basis should report the same to their insurance company for rating purposes. Any claims involving liability, comprehensive or collision should be reported to the driver's insurance carrier. Claims would be settled between the insurance carrier and the individual.

5.0 Use of Courtesy/Lease Vehicles and Vehicle Allowances

5.0.1 Authorization to Use

The use of assigned courtesy/lease vehicles or vehicle allowances is covered by Board of Trustees POL 05.15.3: "Non-Salary and Deferred Compensation." Only employees authorized in accordance with this Board policy may receive courtesies/lease vehicles or vehicle allowances.

5.0.2 Expense Reimbursement

Expense Reimbursements for Use of Courtesy/Lease Vehicles or for those receiving a vehicle allowance. Employees assigned courtesy/lease vehicles must keep detailed records on the use of the related vehicle for business and personal travel and must certify this record to the department business office on a monthly basis. All reimbursement requests for business expenses related to the use of a courtesy/lease vehicle or for those receiving a vehicle allowance should be made through the Travel Center. Mileage is measured from the closer of duty station or point of departure to destination (and return). Commuting miles between home and the duty station are considered personal miles and not business. When an employee is in overnight travel status, miles may be reimbursed to the employee for the prudent use of a courtesy/lease vehicle to obtain meals and other necessities. Miles driven for personal purposes are not reimbursable.

Specific detail of the miles driven is required to support the business mileage reimbursement request including the date, travel from and to locations, purpose of the trip, time of departure and arrival, and number of miles driven. The purpose of the trip should be explained in enough detail so that a reasonable third party person would understand the benefit of the trip to the university funds charged. Employees must use the Travel Center for reporting and requesting reimbursement for business miles. In addition to the business miles, total miles driven for the month or quarter must be reported to the departments and certified by the employee. The difference between the total miles driven and business miles reported on the travel reimbursement is the basis for determining the personal miles for reporting to payroll.

5.0.3 Other Reimbursable Vehicle Expenses & Mileage Rate

For those employees authorized by BOT Pol 05.15.3, sec 4.4.1 to receive a courtesy or leased vehicle, reimbursement is allowed for the payment of vehicle insurance, taxes and campus parking permits. In addition, the employee may be reimbursed for business mileage at 16 cents a mile on or after January 1, 2021 (the IRS variable rate component).

5.0.4 Reimbursable Mileage Rate

For those employees authorized by BOT Pol 05.15.3 sec 4.4.2 to receive a courtesy or leased vehicle, reimbursement is allowed only for business related travel at a mileage rate of 30 cents on or after January 1, 2021.

5.0.5 Vehicle Allowances

Vehicle allowances are provided to employees, as authorized by the Board of Trustees, on a monthly basis in lieu of providing a courtesy or leased vehicle. There will be no accounting for the business versus personal use of a car associated with the allowance due to the 100% taxable nature of the payment. Vehicle allowances are fully taxable as non-salary compensation to the employee.

Employees under a vehicle allowance arrangement may receive reimbursement for actual business mileage or other vehicle expenses as allowed under state regulations or under NC State policies and guidelines. The mileage rate for reimbursement for the business use of a vehicle when the employee has a vehicle allowance is 32 cents on or after January 1, 2021. This rate includes all costs of operating a vehicle except for depreciation. The rate is based on the IRS standard business mileage rate (56 cents on or after January 1, 2021) less the amount included for depreciation (26 cents on or and after January 1, 2021). Vehicle allowances may only be paid from exempt non-state appropriated funds.

5.0.6 Reporting Personal Use of a Courtesy/Lease Vehicle or Payment of a Vehicle Allowance

The department business office will calculate the personal use of the courtesy/lease car and/or the amount paid for vehicle allowances and report such amount to and as directed by the University Payroll Office for tax withholding and reporting purposes no later than the December payroll cutoff each year.

6.0 Other Travel Expenses

6.1 Fees and Service Charges

With sufficient justification and documentation and with approval of the department head or their designee, university employees can be reimbursed for usual, customary, and reasonable fees and service charges imposed by travel agents for assistance in making travel arrangements.

6.2 Passports

Reimbursement for "non-personal costs" incurred in obtaining or renewing a passport may be allowed to an employee who, in the regular course of his duties, is required to travel overseas in the furtherance of official state business. Passport expenses are chargeable to the same fund that supports the employee's trip.

6.3 Telephone Calls

6.3.1 Long Distance Telephone Calls

Employees are not allowed to charge long distance phone calls to the University for calls made of a personal nature, except as stated below. All long distance calls that are to be paid by the University are those made pursuant to the employee conducting official state business.

Long distance calls made and paid by University employees pursuant to conducting official University business are reimbursable to the employee under "Other Expenses". Individual calls over five dollars (\$5.00) must be identified as to point-of-origin and destination.

6.3.2 Telephone Access Fees

Telephone access fees for business calls are considered a miscellaneous expense. Telephone access fees for personal calls are not reimbursable.

6.3.3 Allowable Personal Telephone 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 each in-state call or \$5.00 for each out-of-state call. Documentation of actual telephone expense is required.

Employees may also be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the University 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.

6.3.4 Mobile Communication Devices (MCD)

MCD calls made to conduct official state business while in travel status must follow the requirements as provided for in the Mobile Communication Device Policy. If an employee uses a personal MCD that is not approved by the University, reimbursement for business use of the MCD is not permitted.

6.3.5 Employee Reimbursement of Personal Calls

Use of university owned telephones (including cell phones) for personal reasons that cause additional charges to be incurred by the university are strictly prohibited. Should a University employee charge to the University a personal long distance or cell phone call not covered as described in 9.3.3, the employee should immediately notify his or her supervisor and make arrangements to reimburse the University.

6.4 Internet Access

Employees traveling on official state business needing to transmit data, including e-mail, via their computers should use the most efficient manner available. Internet charges while in travel status are reimbursable if approved by the department. Original receipt is required for reimbursement.

6.5 Tips

Meal tips incurred by the traveler are included in the subsistence allowances. Tips for handling baggage at common carrier terminals and tips for the handling of baggage when arriving at or departing from the place of lodging can be claimed separately and must be itemized under the "Other Expense" section of the travel reimbursement form.

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds.

For further guidance, the following information is provided when calculating a tip:

- **Airports**
Baggage Handling/Skycaps – no more than \$2 per bag; Shuttle Drivers – no more than \$2 per bag.
- **Parking/Auto Related**
Valets - \$2 per car when collecting the car; Taxi or car service drivers = no more than \$5.00 per trip
- **Lodging**
Housekeeping tips are not allowed.

6.6 Flight and/or Travelers Insurance

Flight and/or travelers insurance including life and/or medical insurance is not reimbursable with State appropriated funds. Flight and/or travelers insurance may be purchased for out-of-country travel with non-state appropriated or grant funds, if the grant specifically allows the expense.

Purchase Business Traveler Insurance

Business Traveler Insurance, including MedEvac/Repatriation coverage, may be purchased through Insurance & Risk Management for a fee. Visit <http://irm.ehps.ncsu.edu/forms/> for more details.

6.7 Foreign Currency Conversion

When traveling out-of-country, travel expenses paid in a foreign currency must be converted to US dollars before creating the travel reimbursement, small purchase voucher, or travel advance reconciliation. Foreign currency should be converted according to the currency exchange rate in effect at the time of travel. The foreign currency rate and US dollar equivalent can be obtained from currency conversion websites, such as <http://www.oanda.com/currency/converter/>. The rate can also be determined by the credit card receipts, credit card statement, or ATM transaction receipts of the traveler. Documentation must be added as supporting documentation to the travel reimbursement to verify the claimed conversion rate of each expense.

If cash is converted for use during the trip, save the original currency exchange receipt and use the receipted exchange rate when recording cash purchases made during the trip. If additional money is exchanged, use the new exchange rate for the new cash transactions.

When exchanging currency, the best exchange rate should be sought. In most cases, ATM withdrawals will garner the best exchange rate, while currency exchanges at airports will garner the least desirable rate.

Travel Requirements for Non-Employees and Students

N.1.1 Authorization to Travel

When completing form AP104, the payee's vendor number should be provided. If no vendor number is available, please request a vendor number using the instructions provided on the Controller's Office website under Vendor Center User's Guide.

N.1.2 Travel Reimbursements

Non-employees traveling on University business whose expenses are paid or reimbursed by the University are subject to the same travel policies as are university employees, including statutory subsistence allowances. Please refer to the Travel Requirements for University Employees for full policy details. The reimbursement request is made by using the Travel Center or, if a university travel advance was issued, the combined Non-Employee Travel Authorization (AP104) & Non-Employee Travel Advance and Reconciliation (AP105) Forms. The combined AP104 and AP105 are available for download from the University Controller's website at <https://controller.ofa.ncsu.edu/forms/> and must be completed using Microsoft Excel.

Travel expenses for members of a non-employee's family are not eligible to be paid from state funds. Non-employees who come to North Carolina from out-of-state will be paid subsistence allowances at the in-state rate.

N.1.3 Non-Resident Alien Travel

Non-employee travelers that are non-resident aliens must use form AP104 to obtain travel authorization. The non-resident alien must disclose their visa status on form AP104 and obtain email confirmation from Misty Wilson, the Controller's Office Tax Specialist, at mabaugue@ncsu.edu regarding whether the University can pay travel expenses for the traveler and whether such payments are taxable. The written confirmation from the Tax Specialist must be attached to the combined AP104 and AP105 when submitting the reimbursement claim to the Controller's Office for payment. Departments must ensure that this procedure is in place before authorizing travel and that the approved combined AP104 and AP105, the confirmation from the Tax Specialist.

N.1.4 Student Travel

Student travel expenses, while working as an employee of the state, are considered on official state business when traveling on behalf of their position and shall be paid from the same source of funds from which the employee is paid. Non-employee students at state institutions who travel on official state business are reimbursed from state funds consistent with payments for state employees. Non-employee students who travel to fulfill a course requirement for academic credit and whose expenses are paid or reimbursed from state funds are subject to these regulations, including statutory allowances, to the same extent as are state employees. Funds that are specifically appropriated or legally directed for student travel, or premium tuition or special fees deposited into state funds that include a student travel component may be used for student travel expenses.

Approval for non-employee student travel to fulfill a course requirement for academic credit must have written prior approval from the Department Head. This is accomplished by completing form AP104 available on the University Controller's website at <https://controller.ofa.ncsu.edu/forms/>.

The purchase of food or beverage for students at higher educational institutions is not allowable unless the student is in overnight travel status. However, non-state funds may be used for these purposes if such funds have been established and authorized for such purposes.

N.1.5 Visitor Travel

Visitors, including foreign national visitors, may be paid travel expenses if the travel has been authorized prior to the expense. Travel expenses that are paid or reimbursed to visitors are subject to the same requirements as are university employees. Travel for foreign visitors that are non-resident aliens must be approved by the University Controller's Office Tax Specialist as discussed in 3 above "Reimbursements to Non-Resident Aliens".

When the visitor uses their personal funds or a university travel advance for reimbursable travel expenses, the travel reimbursement request or travel advance settlement should be processed as close to the date of departure from NC State University as possible. To ensure timely processing, the visitor/department may request reimbursement or settlement of a travel advance prior to the date of departure and include the expenses for any remaining day(s) of travel. The department should contact the University Controller's Office for immediate settlement of the visitor's travel advance and/or travel reimbursement. Any expenses claimed for the remaining day(s) must be supported with appropriate documentation and such documentation should be provided to the University Controller's Office as soon as possible. As provided by the policy on "Travel Advances", the employee cosigning for the visitor will be responsible for resolving any unsupported amounts.

N.1.6 Prospective Professional Employees Travel

A department head or their designee may authorize the reimbursement of subsistence expenses to prospective professional employees visiting the department for employment interviews. Subsistence while in overnight travel status and transportation expenses are limited to the in-state rate for a maximum of three days (5 days if one is a Saturday). Prospective professional employees may be reimbursed to the same extent as are state employees.

N.1.7 Attendants for Handicapped Employees Travel

Payment of travel and subsistence expenses (hotel and meal costs) for attendants for handicapped employees while traveling on official state business may be reimbursed to the same extent as are state employees if advance approval is obtained from the department head or their designee.

N.1.8 Prospective Students Travel

Travel reimbursements to prospective students cannot be paid with state funds. University trust funds may be used for payment of travel expenses for a prospective student if authorized for these purposes.

N.1.9 Non-Employee Honoraria Travel

Honoraria are the responsibility of the department contracting for the personal services of a non-employee. Departments shall document invitations with a form letter and it shall include the amount of the honorarium offered. If payment is from state or federal funds, this amount shall cover all expenses, including travel expenses, incurred by the non-employee in lieu of a separate reimbursement. For an exception to this rule, the department must provide a written request in advance to the University Controller's Office including the reasons for the exception. The Controller's Office will forward the request to the Office of State Budget and Management for their decision.

N.1.10 Prospective Graduate Research or Graduate Teaching Assistant Travel

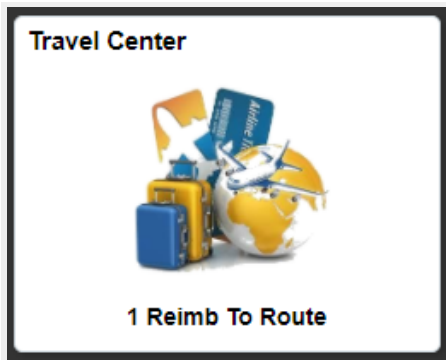
A department head or their designee may authorize the reimbursement of subsistence expenses to prospective graduate research or graduate teaching assistants visiting the department for assistantship interviews. Subsistence while in overnight travel status and transportation expenses are limited to the in-state rate for a maximum of three days (5 days if one is a Saturday). Prospective graduate research or graduate teaching assistants may be reimbursed to the same extent as are state employees.

Travel Center User Guide

Purpose

The Travel Center is the hub of all travel authorization and reimbursement activities. Authorizations, reimbursements, approvals, and inquiries all take place within the Travel Center.

How to Access the Travel Center



Employee Access

All active employees have access to the Travel Center via the Employee Self Service Homepage located within MyPack Portal.

No-Pay Employee Access


There are three different HR no-pay employee classes.

1. UNF - Unpaid Non-Faculty
2. UFC - Unpaid Faculty
3. ZNP - Unpaid Guest access. ZNPs are broken into 3 different groups: Grad Fellowships, Guest, and Retirees.

Those with UNF and UFC have access to employee self-service and therefore the Travel Center.

Only ZNP-Grad Fellowships have access to employee self-service and therefore the Travel Center.

Steps to Access the Travel Center

- Login into MyPack Portal.
- Go to the Employee Self Service Homepage.
 - If you are an advanced financial user, the Travel Center tile is available under the Financial System Homepage, as well as by accessing the three dot menu  and Personal Homepage located in the upper right corner of MyPack Portal.
- Select the Travel Center tile.

Explore the Travel Center

The screenshot shows the Travel Center interface. At the top left, there is a 'Change Traveler' dropdown menu with a note: '(Note: This Traveler is no longer Active with the University)'. Below it, the traveler's name is 'Deja E Best' and the email is 'debest2@ncsu.edu'. A prominent black box with white text states: 'NC General Statute 138-6(c) requires that all reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested.' To the right, there are links for 'Travel Inquiry' and 'Update My Profile'. The main content area is divided into three sections: 'New Authorizations' with a 'Create Authorization' button for 'Deja E Best'; 'Recent Requests' with a table header including 'Destination', 'Purpose of Trip', 'Begin Date', 'Blanket', 'Travel Type', 'Authorization ID', 'Authorization Status', 'Authorized Amount', 'Reimbursement ID', 'Reimbursement Status', and 'Date Entered', and search filters for 'Date From' (01/22/2021), 'Date To' (03/23/2021), 'Authorization', and 'Reimbursement'; and 'New Reimbursements' with two 'Create Reimbursement' buttons, one for 'Deja E Best' and one for 'Another'.

Traveler: Traveler's name will display.

Travel Inquiry: Users can search travel documents by the traveler's name, vendor ID, date entered, document status, project, or department.

Update My Profile: Only the traveler can update their profile. Travelers can establish a default project to use for their travel. Proxy users, those that submit travel on behalf of others, can add travelers.

Approval Worklist: Provides a listing of documents that require your approval.

New Authorizations: Start here when creating a new travel authorization for an employee.

Recent Requests: Provides 60 days of travel history. If you are a proxy user and need to access a traveler's recent requests, change the traveler within the Change Traveler dropdown listing located in the top left corner of the Travel Center page.

Create Reimbursement: Begin here to create a reimbursement from an approved travel authorization. The blue Create Reimbursement link is a visual indicator that a reimbursement needs to be processed.

Create Reimbursement for Traveler: Start here when creating a reimbursement for yourself or for someone not on your proxy list.

Create Reimbursement for Another: Start here when creating a reimbursement for a non-employee, which includes students and university guests.

TC.1.1 Set-Up Your Traveler Profile

Before an employee can access all of the features of the Travel Center, a Traveler Profile must be created. Within the Traveler Profile page, the traveler can update their default funding project ID, select their duty station, and add employees for which they will service as a proxy to enter travel authorizations and reimbursements.

The project ID entered within the Traveler Profile will be added as the default funding source on all authorizations and reimbursements. The option to change the default funding source is available when entering each travel authorization and travel reimbursement.

Step 1: Review your information and establish a default funding source

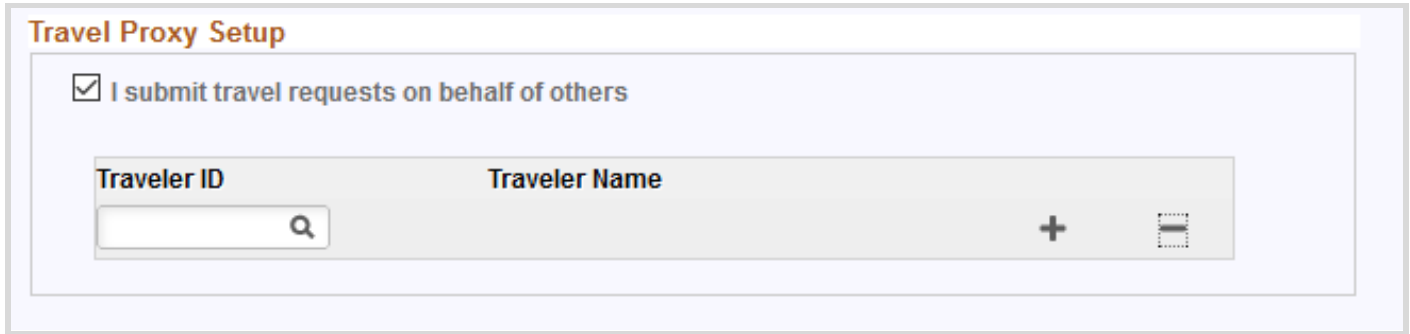
The screenshot shows a web form titled "Traveler Profile" with a red header. It is divided into three sections:

- Traveler Information:** Contains fields for Name (Terressa Ruth Yeakle Best), Traveler ID (0000346151), Phone (919/515-7489), Email (tryeakle@ncsu.edu), County (Wake), and Duty Station (MAINCAMP).
- Default Funding Source:** Contains a Project ID field (221085) and a dropdown menu showing "UNIVERSITY CONTROLLER/ACAD AFF/INSTITUTIONAL SUPPORT".
- Travel Proxy Setup:** Contains a checkbox labeled "I submit travel requests on behalf of others".

At the bottom of the form are "OK" and "Cancel" buttons.

- Login into MyPack Portal.
- Go to the Employee Self Service Homepage.
- Select the Travel Center tile.
- Select Update My Profile, located on the upper right-hand side of the Travel Center landing page
- Under Traveler Information:
 - Review your email address. If it is not correct, enter the email address where you would like to receive emails related to travel payments.
 - Select the county of your duty station from the drop down list. Leave blank if it does not apply.
 - Select your duty station.
- Within the Default Funding Source Project ID field enter the project ID that you will use for travel expenses. **Projects can be changed as needed on the authorization and reimbursement.

Step 2: Determine if you will proxy travel reimbursements or authorizations on behalf of others



Travel Proxy Setup

I submit travel requests on behalf of others

Traveler ID	Traveler Name
<input type="text"/>	

- Under Traveler Information, go to Travel Proxy Setup.
- If you enter authorizations or reimbursements on behalf of other travelers, check the box next to “I submit travel requests on behalf of others.”
- The box will expand to include an entry field for the Traveler ID, also known as the vendor number.
- Enter the Traveler ID number (vendor number) and then press the tab key. The name of the traveler will display. If you do not know the Traveler ID, use the magnifying glass icon to search for the Traveler ID number.

TC.1.2 Enter a Travel Authorization for an Employee

Change Traveler

Traveler: **Terressa Ruth Yeakle Best**

Department: University Controller

Email: tryeakle@ncsu.edu

NC General Statute 138-6(c) requires that all reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested.

[Travel Inquiry](#)

[Update My Profile](#)

Approval Worklist

Traveler's Name	Purpose of Trip	Travel Type	Begin Date	Authorization ID	Reimbursement ID
Landon Kelly Burgener	Field work in Utah	Individual	10/10/2020		TR01564529
Ambar Torres Molinari	Master's Thesis Research	Individual	11/12/2020		TR01564790

New Authorizations

for Terressa Ruth Yeakle Best

Step 1: Select the traveler

- Login to MyPack Portal.
- Go to Employee Self Service Homepage.
- Go to the Travel Center tile.
- Select the traveler. When the Travel Center opens, the name displayed next to Traveler will be your name.
 - If you are a proxy user and need to create an authorization for another user, change the traveler. To do so, first you will need to establish a listing of travelers for which you are the proxy. (See TC.1.1) Then select your traveler by accessing your proxy list within the Change Traveler field.
- Under New Authorizations, click the Create Authorization link.

Step 2: Complete and/or review the header details of the Travel Authorization

Travel Authorization

Authorization ID	NEXT	Authorization Status	Open	Travel Center
Traveler	Terressa Ruth Yeakle Best	Reference Number	<input type="text"/>	Show Traveler Details
Department	University Controller			Travel Summary
Supervisor ID	<input type="text" value="KHKELLEY"/> <input type="button" value="Q"/>	Kimberly H Kelley		

- Supervisor:** Initially, this information will come from HR data; however, it can be changed. To designate another supervisor, enter the Unity ID of the person you would like to designate as the supervisor into the Supervisor ID field. If you do not know the supervisor's Unity ID, use the magnifying glass icon to locate the ID.
- Reference Number:** The reference number field is for department use. The field is used at the discretion of the department. Any reference number assigned will be searchable within PeopleSoft Financials, but it is not searchable within the Wolf Reporting System.
- Travel Center:** Directs you back to the Travel Center
- Show Traveler Details:** Expands and displays the traveler's detail section. Employee, Student, and US Citizen status will be visible.
- Travel Summary:** Printable Summary of the Travel Authorization

Step 3: Enter Travel Details

The screenshot shows a web form titled 'Basic Travel Details' with a sidebar containing a red '1' and the text 'Basic Travel Details'. The form fields are as follows:

- *Travel Type:** A dropdown menu with 'Individual' selected.
- *Begin Date:** A date picker icon.
- *Begin Time:** A time input field with '(ex: 8A or 8:00AM)' as a hint.
- *End Date:** A date picker icon.
- *End Time:** A time input field with '(ex: 5P or 5:00PM)' as a hint.
- Purpose:** A text input field.
- Category:** A dropdown menu.
- *Destinations:** A checkbox labeled 'Non U.S. Travel (Out-of-Country)'. Below it are 'City' and 'State' input fields with a search icon and '+'/'-' buttons.
- Will this trip include any personal travel?:** A dropdown menu.
- Comments:** A large text area.

- ❑ **Travel Type:** Use the dropdown to select Individual, Mileage Only, Team/Group, or Blanket travel.
- ❑ **Begin Date/Time:** Enter the beginning date and time of your travel.
- ❑ **End Date/Time:** Enter the ending date and time of your travel.
- ❑ **Purpose:** Enter a descriptive business purpose for your travel.
- ❑ **Category:** Use the down arrow to access the listing of travel categories, which includes: Conferences/Workshops, Development Activities, Exchange Ideas, Extensions and Outreach, Intercollegiate Athletics Activities, Non NCSU Supported Travel, Other University Related Business, Presentations, Recruiting, Research, and Teaching/Education.
- ❑ **Destinations:** For travel within the U.S. or its territories, complete the City and State fields. If traveling to multiple destinations, use the + icon to add additional rows.
 - ❑ If traveling outside of the U.S. or its territories, check the box for Non U.S. Travel.
 - **Travel to Canada and Mexico are considered out-of-country.
 - ❑ If Out-of-Country travel, enter the City and Country of the international destination. For multiple destinations, use the + icon to add additional rows.
 - ❑ If Out-of-Country travel, a list of Export Control Compliance questions will appear. Review the information thoroughly. All questions must be answered and the certification must be completed by the traveler.
- ❑ **Will this trip include any personal travel?:** Use the down arrow to select Yes or No. If yes, provide the destination and dates of the personal travel time within the comment box that will appear. Any comments placed within this box will appear within the travel reimbursement.
- ❑ **Comments:** Enter any relevant information pertaining to the travel. Any comments placed within this box will appear within the travel reimbursement.

Step 4: Enter Expense Estimates

2

My Estimated Expenses
 No Reimbursement Needed

Transportation

Description	Estimated Amount		Comments	Comment History
Mileage 📊	<input type="text"/>	📄	<input type="text"/>	+
Airfare/Taxes	<input type="text"/>	📄	<input type="text"/>	+ -
Baggage/Other Fees	<input type="text"/>	📄	<input type="text"/>	+ -
Parking	<input type="text"/>	📄	<input type="text"/>	+ -

Lodging

 3rd Party/Non-Commercial Lodging (requires prior approval) 🏠

Description	Estimated Amount		Comments	Comment History
Lodging Fees/Taxes 📊	<input type="text"/>	📄	<input type="text"/>	+
Internet	<input type="text"/>	📄	<input type="text"/>	+ -
Photocopy Charges	<input type="text"/>	📄	<input type="text"/>	+ -

Conference Fees & Meals

**Effective 1/1/2018 - Meals are only allowed when in overnight travel status.

Description	Estimated Amount		Comments	Comment History
Conference/Registration Fees 📊	<input type="text"/>	📄	<input type="text"/>	+ -
Workshop/Training Fees	<input type="text"/>	📄	<input type="text"/>	+ -
Meals	<input type="text"/>	📄	<input type="text"/>	+ -
Excess Meals	<input type="text"/>	📄	<input type="text"/>	+ -


Other Expenses


Authorized Amount: \$0.00


Special Authorizations


Use of Personal Vehicle
 Vehicle Rental
 Excess Lodging Rates

Attendants for Handicapped Employees
 Overnight Travel (including Lodging and Meals)

 Use the plus icons to add additional expense rows.

 Use the minus icon to delete expense rows.

 To enter Mileage and Meal expenses, use the calculator icon located on the expense line.

 Within the My Estimated Expenses section there are blue dot icons next to each expense. These links will direct you to policy and procedure information directly related to the expense.

If the travel will not require reimbursement of expenses, check the box next to No Reimbursement Needed.

Commonly used expenses are pre-populated under the Transportation, Lodging, and Conference Fees & Meals expense categories. Use the drop down triangles on the expense row description to access a list of all expenses available under each category. Review the chart below for the full list of options.

Transportation	Lodging	Conference Fees & Meals	Other
Airfare/Taxes	Business Center/Computer	Conference/Registration	ATM Fee
Alternate Mileage Rate	Use	Fees	Athletic Allowance
Baggage/Other Fees	Fax	Excess Meals	Books
Bus	Hotel Safe Fee	Meals	Cell Phone Rental/Prepaid
Gas	Internet	Meals Under Per Diem	Coach Packet
Mileage	Lodging Fees/Taxes	Membership Fees/Dues	Currency Conversion Fee
Other Ground Expense	Phone	Printing Fee	Event Admission Charges
Parking	Photocopy Charges	Training Materials	Express Mail/Shipping Fee
Rental Vehicle	Tips/Lodging	Workshop/Training Fees	Internet Access Fee
Shuttle			Other Expense
Taxi			Permit Fee
Tips/Transportation			Supplies
Tolls			Tips
Train			Tours/Business Only

Add Mileage

To add mileage, use the calculator icon located on the Mileage expense line under Transportation. The Mileage Estimate page will display. Enter your estimated roundtrip mileage. Mileage is calculated from duty station or home, whichever is closer, to the business destination and return. Do not include personal mileage.

Add Per Diem Meals

To add meals, use the calculator icon located on the Meals expense line under Conference Fees & Meals. The Meals Estimate page will display. Remove any meal included in a conference fee, workshop fee, lodging fee, etc., which is predetermined and can not be excluded, by checking the appropriate boxes under Exclude Breakfast, Exclude Lunch, or Exclude Dinner.

Add Comments to My Estimated Expenses

Within My Estimated Expense, comment boxes are located next to each expense. To enter a comment, type in the comment box and click Save (located at the bottom of the authorization page) to capture your comment. To add another comment, simply type over the existing comment and click Save. Any comments placed within these boxes will be recorded in Comment History. Use the conversation bubble icon to access the Comment History for an expense line.

❏ Add Other Expenses

Description	Estimated Amount	Comments	Comment History
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

To add an expense not identified within Transportation, Lodging, or Conference Fees & Meals, add the Other Expense category to gain access to additional expenses not already provided. Check the box next to Other Expenses to expand the section. An expense row will be added. Select an expense from the Description dropdown listing and enter your Estimated Amount. Use the icon to add additional expense rows.

❏ Add Special Authorizations

Special Authorizations

- Use of Personal Vehicle
- Vehicle Rental
- Excess Lodging Rates
- Attendants for Handicapped Employees
- Overnight Travel (including Lodging and Meals)

As you add travel details and expenses, the Special Authorizations section will check the boxes next to the special authorizations that apply to your travel. For example, when mileage is entered, the Use of Personal Vehicle box self-checks. Some Special Authorizations must be manually checked, such as Attendants for Handicapped Employees. Review this section before finalizing the authorization.

Step 5: Upload Backup

On the Authorization, upload any relevant documentation that you may have prior to travel. This may include conference agendas, Third Party/Non-commercial lodging approval, email communications, etc. These documents will appear on the reimbursement.

- If you have multiple files to attach, use the + icon to add additional Upload Document links.
- Use the blue information icon to access upload information below.

Step 6: Assign a Project to the Trip

The project initially displayed within the Project ID box is the default project established under the traveler's profile. To establish your traveler profile review TC.1.3.

- To change the project, type into the Project ID field the number of the project you would like to use or select the icon to access all of your available projects.
- The project can be changed by the traveler, the proxy, or any of the approvers.
- The project directs which funding approvers are inserted into the approval workflow
- If the document has been routed for approvals, changes to the project by anyone other than a funding approver will restart the approval workflow from the beginning.

How to Split Funding

Use the + sign icon to add a new row. The system will insert an additional row. Enter the second project on the second row and indicate the amount for that project.

Step 7: Route the Authorization for Approval

Once you are satisfied with your authorization and ready to submit it for approval, click the Submit for Approval button. If not, you can Save the authorization and submit it later.

Approval routing is dependent upon the details of the authorization and the business processes of a college or department, below is the possible workflow of a Travel Authorization.

Within the workflow, Supervisor and Funding approvals are required for ALL travel authorization processing.

Authorization Approvers

Approver	Description	Who Assigns it?
Export Control	Notification is sent to Export Control Compliance	Included automatically for all out-of-country travel.
Dept./College Funding	Funding approval for all projects, except grant funds.	Approvers are assigned through Workflow Administration.
College Research Funding	Funding approval for grant projects.	Approvers are assigned through Workflow Administration.
Non Resident Alien	Notification is sent for review to the Tax Specialist within the Controller's office.	Included automatically for all Non-residents.
Supervisor	Supervisor provides approval for the employee to travel. This can be changed to accommodate the business needs of a college or department. Supervisor should be verified prior to the traveler submitting the document for approval.	Initially, the assigned supervisor will come from HR information. Can be changed ad-hoc on the travel document
Campus Approval:	Option workflow step, dependent upon the business needs of a college or department.	Approvers are assigned through Travel Approval Set-up.
Ad-Hoc	These are addition approvers and reviewers inserted into the existing workflow to accommodate special business needs.	Assigned at will during the entry and routing process. To add, use the green + icon located between the approval routing boxes. The green + icons will only display when available.

TC.1.3 Enter a Travel Reimbursement for an Employee from a Travel Authorization

Change Traveler

Traveler **Terressa Ruth Yeakle Best**

Department University Controller

Email tryeakle@ncsu.edu

NC General Statute 138-6(c)
requires that all reimbursement
requests must be filed for approval
within 30 days after the travel
period for which reimbursement is
being requested.

[Travel Inquiry](#)

[Update My Profile](#)

Approval Worklist

Traveler's Name	Purpose of Trip	Travel Type	Begin Date	Authorization ID	Reimbursement ID
Landon Kelly Burgener	Field work in Utah	Individual	10/10/2020		TR01564529

New Authorizations

for Terressa Ruth Yeakle Best

Recent Requests

Destination	Purpose of Trip	Begin Date	Blanket	Travel Type	Authorization ID	Authorization Status	Authorized Amount
			<input type="checkbox"/>				

Additional Search Criteria

Date From Date To Authorization Reimbursement

New Reimbursements

Reimbursements without an Authorization

for Terressa Ruth Yeakle Best

for Another

Step 1: Access the Approved Travel Authorization for the Trip

- Login to the MyPack Portal.
- Go to Employee Self Service Homepage.
 - If you are an advanced financial system user, you may access the Travel Center tile through the Financials System Homepage.
- Go to The Travel Center tile.
- The name displayed next to Traveler will be your name.
 - If you submit travel authorizations on behalf of another employee user, use the drop down arrow next within the Change Traveler field to select your traveler.
- Under Recent Requests, find the Authorization ID for the travel you are requesting reimbursement. The Authorization Status of should indicate Approved. If not, contact the appropriate approver to review/approve your authorization.
- If the authorization is approved, click on the blue Create Reimbursement link. You will be directed to the travel reimbursement entry page.
- Complete and/or review the following fields.
 - Supervisor:** The supervisor entered on the authorization will display. To designate another supervisor, enter the unity ID of that employee into the Supervisor ID field. If you do not know the supervisor's unity ID, use the magnifying glass icon to locate the ID.

- ❑ **Show Traveler Details:** Clicking the Show Traveler Details link will expand the Traveler Detail section.
 - ❑ Employee, Student, and US Citizen status will be visible.
 - ❑ If processing an employee reimbursement for expenses which require non-employee account codes, uncheck the box next to Employee. The system will change the account codes to non-employee codes. Only approvers can uncheck the employee box.
 - ❑ Verify the traveler's address. Use the magnifying glass icon to look up additional addresses and make any changes if necessary.
 - ❑ The system will display the last four digits of the traveler's banking information. If listed, this is an indicator that the traveler will receive a direct deposit of their reimbursement. If it is not listed, the payment will be made via check.
 - ❑ If there is a business need to process a manual check and have it available for pick-up, check the box next to Hold Check for Pickup in the Controller's Office and designate a person to pick-up the check within the Comments field under Basic Travel Details. The Controller's Office will call that individual when the check is available for pickup.
- ❑ **Travel Summary:** Printable Summary of the Travel Reimbursement. This will display once the Reimbursement is saved.

Step 2: Complete the Basic Travel Details

The Basic Travel Details listed on the authorization will display on the reimbursement. Review this information for accuracy.

- ❑ Adjust the Begin Date and End Date to correspond to the actual details of the trip.
- ❑ Enter the travel times that correspond to the actual details of the trip.
- ❑ Review the Authorization Comments, click the white triangle located next to Authorization Comments within the gray bar.

**Provide a conversion for any receipt not in U.S. dollars. Use the Currency Converter link to access a currency conversion website.

Step 3: Add Your Out-of-Pocket Expenses

- ❑ Enter your out-of-pocket expenses within the Reimburse Me columns.
 - ❑ Amounts from the travel authorization will be listed under the Authorized Amount column.
 - ❑ Any prepaid expenses will also display under the University Paid column, but only if the PCard transaction is reconciled or a small purchase voucher is paid. Prepaid expenses must reference the authorization number for the corresponding travel. To add a university prepaid expense not displayed, see instructions within TC.1.5.

**Do not request reimbursement for any expense that has been or will be paid by the University.

My Out-of-Pocket Information Icons within My Out-of-Pocket Expenses

Within the My Estimated Expenses section, blue dot icons are placed next to each expense. These links direct you to policy and procedure information directly related to the expense. For example, when you click the blue dot icon located on the lodging expense line, you will be provided policy information related to lodging.

My Out-Of-Pocket Expenses: Adding Comments

- Comment boxes are located next to each expense under My Out-Of-Pocket Expenses. To enter a comment, type in the comment box and click save at the bottom of the page to capture your comment. To add a new comment, simply type over the existing comment and hit save.
- Any comments placed within these boxes will be recorded in Comment History.
- Use the conversation bubble icon to access the Comment History for an expense line.

Add Reimbursable Business Mileage

To add mileage, use the calculator icon located on the mileage expense line under Transportation. The mileage calculation page will display. Enter the actual roundtrip mileage.

Add Reimbursable Meal Per Diem

To add meals, use the calculator icon located on the meals expense line under Conference Fees & Meals. The Meals Calculation page will display.

- Exclude any meal included in a conference fee, workshop fee, lodging fee, etc., which is predetermined and can not be excluded, by checking the appropriate boxes.
- Check the box located within the red area to certify the meal expense.

Step 4: Certify the Reimbursement

All travelers must certify that the expenses claimed for a business purpose and that they have not received prior reimbursement, nor do they anticipate other reimbursements for the amounts claimed. The traveler will certify their expenses within the Travel Reimbursement. Only the traveler can certify their expenses. If a proxy user enters a reimbursement for a traveler, the traveler will receive an email with a link to the reimbursement. The link will direct them to the portal where they will access the reimbursement to certify their expenses.

Step 5: Add Supporting Documentation

Add documentation that will support your reimbursement claim. The Travel Center includes two options to attach documentation.

Upload a Document to the Travel Reimbursement

- As expenses are entered into the Reimburse Me column, Upload Receipt links are inserted into the My Receipts/Documents section. This provides an indication of the expenses that require documentation to support reimbursement of the expense.
- Supported document types include JPEG, TIF, and PDF.
- Multiple documents can be uploaded using the Multiple Receipt Categories upload link.

Scan a Document to the Travel Reimbursement the via Wolf Copier

- Print a barcode page and place on top of receipts or supporting documentation.
- This option requires a Wolf Copier.

A list of common expenses and the documentation that can be used to support the claimed amount

Common Expense	Documentation that can be used to Support Claimed Amount
Mileage	<ul style="list-style-type: none"> • Mileage Log • A map of the route to affirm the trip mileage.
Per Diem	<ul style="list-style-type: none"> • If attending a conference or other paid event, include the conference agenda to validate the per diem meals claimed. Per diem may not be claimed for meal periods included as part of the event.
Lodging	<ul style="list-style-type: none"> • Reimbursement of lodging costs, whether in-state, out-of-state, or out-of-country, must be documented by an original receipt of actual lodging expenses from a commercial lodging establishment. The original receipt must provide evidence of: <ul style="list-style-type: none"> - the claimant as the traveler, - the travel dates, - the room rate and taxes, - a final itemized billing of the lodging expenses incurred, and - the name and address of the lodging establishment
Event Registration	<ul style="list-style-type: none"> • A paid itemized receipt of the event registration • The registration form
Expenses In a Foreign Currency	<ul style="list-style-type: none"> • A paid itemized receipt of the expenses and if paid with a credit card, include the credit card statement with any personal information removed. • A paid itemized receipt of the expense and If paid with cash, include a print out from a foreign currency converter affirming how much the purchase would have been in USD on the date of the purchase.
Excess Meals while Traveling Out-of-Country	<ul style="list-style-type: none"> • A paid itemized receipt of the meal expense • Include currency conversion.

Step 6: Add Funding

The project initially displayed within the Project ID box is the project from the Travel Authorization.

- To change the project, type into the Project ID field the number of the project you would like to use or select the icon to access all of your available projects.
- The project can be changed by the traveler, the proxy, or any of the approvers.
- The project directs which funding approvers are inserted into the approval workflow
- If the document has been routed for approvals, changes to the project by anyone other than a funding approver will restart the approval workflow from the beginning.

How to Split Funding

Use the + sign icon to add a new row. The system will insert an additional row. Enter the second project on the second row and indicate the amount for that project.

Step 7: Route the Reimbursement for Approval

Below is the possible workflow of a Travel Authorization. The workflow is dependent upon the details of the reimbursement and the business processes of a college or department. Within the workflow, Supervisor, Funding, and Travel Audit approvals are required for all travel reimbursement processing.

Approver	Description	Who Assigns it?
Traveler Certification	The traveler must check the box to certify their claimed expenses listed under Section 2: My Out-of-Pocket Expenses.	Inserted into the workflow if the traveler did not complete their own reimbursement.
Dept./College Funding	Funding approval for all projects, except grant funds.	Approvers are assigned through Workflow Administration.
College Research Funding	Funding approval for grant projects.	Approvers are assigned through Workflow Administration.
Supervisor	Supervisor provides approval for the employee to travel. This can be changed to accommodate the business needs of a college or department. Supervisor should be verified prior to the traveler submitting the document for approval.	Initially, the assigned supervisor will come from HR information. Can be changed ad-hoc on the travel document
Campus Approval	Option workflow step, dependent upon the business needs of a college or department.	Approvers are assigned through Travel Approval Set-up.
Ad-Hoc	These are addition approvers and reviewers inserted into the existing workflow to accommodate special business needs.	Assigned at will during the entry and routing process. To add, use the green + icon located between the approval routing boxes. The green +icons will only display when available.
Travel Audit	Performs the final audit of the travel reimbursement to ensure accuracy and compliance with university travel policies.	

TC.1.4 Enter a Travel Reimbursement for an employee or non-employee without an authorization

Step One: Access the Travel Center

- Login to the MyPack Portal.
- Go to Employee Self Service Homepage.
- Select the Travel Center tile.
- The name displayed next to Traveler will be your name.
 - If you are a proxy user for travelers and want to create documents for another user, you will need to change the traveler. To do so, you will need to establish a listing of travelers for which you will proxy their travel reimbursements. Then go to Change Traveler and use the dropdown listing to select your traveler. The name of the Traveler will change to reflect the traveler that you have selected.
- Go to New Reimbursements
- Select Create Reimbursement for yourself or your proxy to begin the reimbursement Or Create Reimbursement for Another if for a non-employee.
 - Enter the Vendor ID of the non-employee to the Add a New Trip entry page.
 - Click Add to begin the reimbursement.
- Continue with steps 2-7 within TC.1.5.

Important Information Regarding Non-Employees Reimbursements

- The supervisor listed on the reimbursement will be the supervisor of the person that entered the reimbursement. The approving supervisor can be changed to fit business needs.
- Non-employees do not have access to the portal to certify their expenses. The person entering the reimbursement must certify the expenses for the non-employee.

TC.1.5 Department Use Only within the Travel Reimbursement

The Department Use Only section within the Travel Reimbursement provides the Accounting Information for the reimbursement and also lists any University Prepaid Expenses.

Accounting Information can be changed within this section. Only Project ID and the amount can be adjusted. To split an expense by amount, use the + icon to add additional distribution rows.

University prepaid expenses will populate if the associated PCard transactions have been reconciled or if the small purchase voucher reimbursements have been paid. PCard and voucher transactions must reference the travel authorization number for this to occur.

If a transaction is not listed, manually enter the prepaid expense.

- Using the drop down menu to select your Expense Category.
- Enter the amount paid by the University.
- Enter the voucher number or the CPS number. If you do not have the number, enter a generic number or text.

TC.1.6 Reviewing and Approving an Authorization or Reimbursement

Supervisors, Funding Approvers, Campus Approvers, and Travel Audit can approve or deny a travel document once the traveler or initiator has submitted a document for approval. The review must be completed in a timely manner.

View Your Approval Worklist

Traveler's Name	Purpose of Trip	Travel Type	Begin Date	Authorization ID	Reimbursement ID
Landon Kelly Burgener	Field work in Utah	Individual	10/10/2020		TR01564529
Alexei V. Saveliev	project meeting/ experimental trials	Individual	03/24/2021		TR01565265
Jeffrey Kuelling	Men's Swim and Dive ACC Championships	Mileage Only	03/23/2021		TR01565273

Approvers will receive email notification when they have a document to approve; however, they may also review their Approval Worklist to access all travel documents that require their attention.

There are two options to view your worklist. You may

1. Login to MyPack Portal
2. Go Employee Self Service Homepage
3. Go to the Travel Center tile

Or

1. Log in to MyPack Portal
2. Go to Financial System Homepage
3. Select the Worklist tile
4. Use the Worklist Filters to select Travel Auth Approval or Travel Reimb Approval worklist.
Only worklists with active items to approve will appear in the Worklist Filter.

Approve a Document

1. Click the Approve button located within the Section 5: Approval Routing.

Deny a Document

1. If due to an unapproved expense, reduce the expense line by the approved amount.
2. Place a comment on the expense line to communicate with the traveler the reason for the denial.
3. Click Deny within Section 5: Approval Routing.

TC.1.7 Correcting a Warning

When adding expenses to the Travel Reimbursement, the system will generate warnings for expenses when the approver needs to provide extra review. For example, if a prepaid expense exists for an expense and the traveler claims additional reimbursement for that same expense line, a warning will populate.

As an approver, if you approve of the expense you may correct the warning by following these steps:

1. Using the drop-down, change the Status from Warning to Corrected.
2. Add comments if necessary.
3. Click Approve within Section 5: Approval Routing.

Forms & Other Help Document

[State Budget Manual](#)

[Travel Exception Form \(This form is owned by Emergency Management and Mission Continuity\)](#)

[AP102/AP103 Employee Travel Authorization, Advance and Reconciliation](#)

[AP104 Non-Employee Travel Authorization](#)

[AP104/AP105 Non-Employee Travel Authorization, Advance and Reconciliation](#)

[AP106 Sponsored Conference Authorization](#)

[AP107 Non-Travel Meals Authorization Expense](#)

[Pre-Approval for Third Party Non-commercial Lodging Usage and Reimbursement Form](#)

[Conferences & Meeting Expenses](#)

[Student Travel Policy Change](#)

[Programs that Involve the Participation of Minors](#)

[Adding an Adobe Sign Digital Signature to a Form](#)

Glossary of Travel Terms

Duty Station The location where the employee is assigned to work. The hiring department head authorizes and maintains all supporting documentation for the employee's duty station.

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 the state, officially represent the state, or provide a state service upon the state's request.

Original Invoice The original invoice is the actual document provided by a vendor providing details of a purchase including what was purchased, who purchased the items, the date of the transaction and the amount of the transaction. Monthly statements or past due invoices from a vendor are not considered original invoices. If the original has been lost or is not available, the department should perform research to determine if the invoice has been previously paid and if not write "pay as original invoice" on the invoice copy.

Original Receipt The original receipt is the actual document provided by a vendor providing details of a purchase including an itemized list of what was purchased with an amount for each item purchased, the date of the transaction, and the total amount paid. The original receipt must clearly identify the vendor and vendor's address or other identifying information.

Subsistence (Meals and Lodging)

Subsistence is an allowance related to lodging and meal costs, including gratuities. General Statute 138-6 provides for allowances to be paid in amounts or rates specified. To be eligible for allowances in connection with travel, the employee must be acting in an official capacity as required by their work activities and the travel destination must be at least 35 miles from employee's duty station or home, whichever is less.

Travel Coordinator

Department employee designated by the Department Head to have responsibility for assisting or training other department employee(s) in understanding the university's travel rules and regulations. This person may also assist in making travel arrangements, filing travel documents, completing the travel system applications for department travelers and for working with College Approvers and the University Controller's Office to process the traveler's reimbursement requests. Travel Coordinators are required to receive training on travel as advised and provided for by the University Controller's Office.

Travel Period

Travel period is defined as the calendar month during which the travel ended.

Travel Status

Travel status means being away from the employee's duty station or home, while traveling, and acting in an official capacity as approved by the employee's supervisor.

Trip

A trip is defined as one round-trip from duty station or home, whichever is closer, to the business destination(s) and return.

Update Log

Date	Change	Source of Change
04/01/21	Removed 100-mile distinction for mileage reimbursement. All miles traveled by personal vehicle will be reimbursed at the same rate.	State Budget Manual Update of Section 5.2.13-5.2.19
01/19/21	IRS rate updated to 56 cents per mile for 2021	State Budget Manual Update of Section 5.2.13-5.2.19