

TRAVEL NOTES/INFORMATION

Travel Authorization

- It is required by the University to have a Travel Authorization on file before travel begins. For faculty and staff please use the on-line version of the travel authorization. Graduate students that are being paid by the University can also access the on-line version of the travel authorization and should submit it that way. Other students who are not on the payroll need to submit the AP104 form prior to departure for approval by the department head. The form can be found at:
http://www.fis.ncsu.edu/controller/travel_guidelines/default.asp
Reimbursements cannot be submitted without this documentation attached.
- If taking a group of people on a trip and you will be paying their expenses, please be sure to file a “group” travel authorization. You will have to provide a list of people in the group when filing your reimbursement.
- Anytime someone visits NC State and we are going to reimburse them for their expenses, a travel authorization has to be filled out. The AP104 form for non-employees is the form to use (see above).

General Notes

- Do NOT pay expenses for anyone else either before or during travel (this means airline tickets, hotel, meals, etc.). It makes it difficult to justify with Travel Audit and would make life easier if it is not done.
- During group travel (such as the study abroad group) the above does not apply.
- Travel documents must be turned in for reimbursement within one month of ending date of travel; if not, you will not be reimbursed (this is a University policy).
- The University urges you to use your percard when possible. You must turn in original percard receipts to Robin Hughes in room 3136F Jordan Hall and a copy of those receipts to Judy Rogers in room 3136B Jordan Hall if she is the one doing your reimbursement.

Travel Advances

If you receive a travel advance, travel reimbursement documents must be in Travel Audit within 30 days of ending date of travel (this is a requirement of Travel Audit). Give them to the person that enters your travel **at least 8 working days before the deadline**. Remember, after it leaves our office it has to go through our dean’s office and then to Travel Audit. Eight days is the minimum time needed to accomplish this before the deadline. Note: Travel advances are only given to faculty and staff if 1) you are traveling to a remote area of the world where credit cards are not accepted, or 2) you are taking a group of people with you and are paying their expenses.

Registration Fees

- You must have a receipt for the registration fee you paid. Please remember to ask for one if paying at site of meeting, etc., making sure it shows amount paid and is signed. If you pay on-line, you should print out the receipt you get back. Make sure it shows the amount paid and how it was paid (visa, etc.). If this is not the case, you should bring a copy of your credit card statement to back it up.
- Travel Audit **requires** we send information about the conference/meeting, including any meals paid in the registration fee. Most conferences and meetings have web sites and all information needed can be printed from that. If you register on-line, print a copy of the registration form and submit it with your reimbursement.
- When filling out your travel authorization, please provide the web site information. On the form beside of the line for registration amount there is a blue circle and if you click on that it will take you to the place on the form that you can enter the web site address.
- This information is really needed before the conference/meeting because after you return sometimes the information is no longer available because the web site has been closed or important information taken down.

Meals

- Meals are automatically generated in the web system as follows (receipts are not required):

In-State:

Breakfast	\$8.20
Lunch	\$10.70
Dinner	\$18.40

Out-of-State and Out-of-Country:

Breakfast	\$8.20
Lunch	\$10.70
Dinner	\$20.90

- If your registration fee includes any meals, please remember NOT to claim them on the reimbursement form you submit for payment.
- Excess meal costs are not allowed (departmental policy).

Airline Receipts

- The University strongly urges everyone now to use their pcards when purchasing airline tickets. Our Department has an agreement with BeeLine Travel where you can call and make your reservations and they will either bill the department for the ticket or they can take your pcard as payment. If you are going to fly Southwest Airlines then it is required that you use your pcard or pay it with your personal credit card (some internal problem that BeeLine has with Southwest and billing). If calling BeeLine please call Norma at 919-782-1900.
- Airline tickets that you paid for directly and want to be reimbursed for must show the itinerary, amount of ticket, plus form of payment (visa, etc.). If it does not, you will have to back it up with a copy of your credit card statement showing payment (mark out the account number EXCEPT for the last 4 digits).

Hotel Receipts

- Hotel receipts must be itemized and show a “zero” balance. If zero balance does not show, back it up with a copy of your credit card statement that shows payment (as before, mark out the account number except last 4 digits).
- If you make hotel reservations for anyone other than yourself, please give the hotel their name(s) so that name will appear on the receipt, not yours.
- It is better not to make a hotel reservation on-line because 1) it is not an itemized receipt like Travel Audit requires, and 2) the hotel will not give you a receipt because you made the reservation on-line.

Mileage (as of 1/1/13)

- Personal vehicle - .30 cents/mile (if you choose to drive your vehicle) for trips exceeding 100 miles round trip. If under 100 miles round trip the rate is 56.5 cents/mile.
- Personal vehicle (no state vehicle available): 56.5 cents/mile (you must get a statement from the Motor Pool stating that a vehicle was not available for your use during that time frame).
- Personal vehicle to and from airport 56.5 cents/mile. The maximum mileage you can claim to and from airport is 30 miles (15 each way). This is from your duty station to airport and return (you cannot claim mileage from your home unless it is 30 miles or less).

Rental Cars

- Receipt must show payment (visa, etc.). **Remember** to decline insurance since North Carolina is a self-insured state. If you accept you cannot ask for reimbursement because policy states it will not be reimbursed. The only exception to this is when traveling abroad. Rental agreement should be submitted as well as receipt.

These are just a few, but most frequently used, policies for travel reimbursement. A more detailed list can be found on-line at:

http://www7.acs.ncsu.edu/controller/travel_reimburse/Default.asp

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