



UNIVERSITY OF NORTH CAROLINA
SCHOOL *of the* ARTS

TRAVEL
POLICIES AND
PROCEDURES MANUAL

Revised March 14, 2012

**NORTH CAROLINA UNIVERSITY OF THE ARTS
TRAVEL POLICIES AND PROCEDURES
Table of Contents**

Section 1 – Overview and General Guidelines	<u>Page</u>
A. State Policies Regarding Travel	1
B. Responsibility of Traveler	1
C. Authorization to Travel	1
D. Reimbursement	1
E. Funding	2
F. Ride Sharing	2
G. Penalties and Charges Resulting from Cancellations	2
H. Travel by University Officials which Involves Political Functions or Meetings	2
I. Responsible Office	3
J. Forms	3
K. Assistance	3
Section 2 – Authorizations Required for Travel	
A. Travel Authorizations	4
B. Request for Travel Allowances in Excess of Standard	4
Section 3 – Subsistence	
A. Definitions	5
B. Subsistence Rates – Meals and Lodging	5
C. Lodging	6
D. Meals	7
Section 4 – Transportation by State Vehicles	
A. General Guidelines	9
B. Reserving a State Vehicle	10
C. Commuting	10
D. Non-State Employee Riders	10
E. State Vehicle Use at Destination	11
F. Repairs	11
Section 5 – Transportation by Private Vehicles	
A. Use if State or University-Owned Vehicle is Not Available	12
B. Use if State or University-Owned Vehicle is Available	12
C. Commuting	12
Section 6 – Transportation by Aircraft	
A. Commercial Airlines	13
B. Chartered Aircraft	13
C. Privately-Owned Aircraft	13
	<u>Page</u>

Section 7 – Other Modes of Transportation	
A. Travel to/from Airport at Employee’s Duty Station	15
B. Travel to/from Airport at Employee’s Destination	15
C. Transportation Other than to/from Airport	15
D. Bus and Train Service	16
E. Rental Cars	16
Section 8 – Other Travel Expenses	
A. Registration Fees	17
B. Parking and Tolls	17
C. Telephone Calls	17
D. Tips	18
E. Passports	18
F. Fees and Service Charges of Travel Agents	18
G. Optional Tours and Social Events	18
Section 9 – Non-State Employees – Reimbursement Of Travel Expenses	
A. Non-State Employees	19
B. Prospective Professional Employees	19
C. Students	19
D. Attendants for Handicapped Employees	19
Section 10 – Conferences, Seminars, and other Meetings	
A. Internal Conferences	19
B. External Conferences	20
C. Training Sessions	22
D. Management Retreats	23
E. Informal Meetings with Guests of the Chancellor	23
Section 11 – Travel Advances and Reimbursements	
A. Travel Advances	24
B. Travel Reimbursement	25
Appendix A – Definition of Terms	27
Appendix B – Travel at Your Fingertips	31
Appendix C – American Express Corporate Card	33
Appendix D – Travel Tips	34
Appendix E – Board Member Reimbursements	38

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 1 – Overview and General Guidelines

A. State Policies Regarding Travel

University of North Carolina School of the Arts' Travel Policies and Procedures Manual is based on Section 5 of The State Budget Manual, which sets forth travel policies and regulations relative to securing authorization and reimbursement of expenditures for official State travel. The administration and control of travel is designed to comply with the provisions of G.S. 138-5, 138-6, and 138-7

http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf

B. Responsibility of Traveler

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and using personal funds. Excess costs, circuitous routes, delays or luxury accommodations, and services that are unnecessary or unjustified are not acceptable under this standard. The University has authorized the use of a corporate credit card (American Express – see Appendix C) for use by employees traveling on official University business. These cards are distributed at the discretion of the dean or department head. Employee misuse of these credit cards is grounds for termination. Only valid business-related travel expenses should be charged on this card. **No personal expenses should be charged.** Each traveler is responsible for his/her own expenses. The University will not be billed for an individual's travel-related expenses. Employees will complete the standard travel reimbursement form for all allowable travel expenses including those charged on the American Express card. Failure to turn in your travel reimbursement form within the 30 days of trip will forfeit any monies owed back to you. Any advances not turned in within 30 days of trip is in direct violation of State Budget and will result in the advance being taken out of your pay on the next pay cycle. It could also restrict your ability to get future advances.

C. Responsibility of Traveler

The supervisor has the responsibility to review all authorizations and reimbursements for adequate and accurate documentation before sending to the Travel office. If travel reimbursement is past the 30 day limit, an exception can be submitted for approval to OSBM. Requests for exceptions should include a written request from the campus budget officer. If approved, the reimbursement will be issued with a written warning to the individual that additional requests outside the 30 day window may not be honored.

D. Authorization to Travel

A Travel Authorization form must be completed for all travel (except one day travel). **All requests should be submitted at least 2 weeks prior to the date of travel or 2 weeks prior to any prepayment deadlines. Out-of-country travel requests should be submitted 3 weeks prior to the date of travel.**

E. Reimbursement

University employees may have their travel expenses reimbursed by the University, subject to the limitations contained in these regulations. Under no circumstance may duplicate reimbursement be made for that portion of an employee's expenses paid or reimbursed by a non-state source.

F. Funding

All travel is contingent upon the availability of funds in the proper budget subheads.

G. Ride Sharing

It is the policy of the University to limit the number of vehicles for which mileage expense is to be incurred by the University to the minimum necessary to transport multiple business travelers to a common destination with reasonable regard for safety, comfort, and efficiency.

The precise number of vehicles that can be justified will vary according to type of vehicle available (e.g. van, sedan, station wagon); number of travelers; distance to be traveled; vicinity travel required at the destination; compatibility of travelers' departure and return schedules; and other pertinent variables. However, both the traveler and those who authorize the travel bear the responsibility for assuring that the number of vehicles used and the consequent expenses incurred reflect observance of the University policy stated above. When multiple passengers undertake approved business travel in a private vehicle, only one may claim reimbursement for mileage.

H. Penalties and Charges Resulting from Cancellations

Penalties and charges resulting from the cancellation of travel reservations (including airline or hotel reservations and conference registration) shall be the University's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the University. If the cancellation or change is made for the personal benefit of the employee, it will 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 University may pay the penalties and charges.

I. Travel by University Officials which Involves Political Functions or Meetings

State funds may not be used to pay travel and/or subsistence costs which are entirely related to an individual's attendance at a political function or meeting. If the travel and/or subsistence costs are related to official University business and partly related to the individual's attendance at a political function or meeting, then State funds may be used to pay up to one-half (1/2) of the travel and/or subsistence cost of the trip. If a State-owned vehicle is used, the reimbursement rate to the State will be the motor pool rate.

J. Responsible Office

Requests for travel authorization for University related travel are processed through the Accounts Payable office. This office has been given the responsibility of administering the University's Travel Policies and Procedures.

The Accounts Payable office is located in the Financial Services Department on the 1st floor of the Administration Building. This office is open between 8:00 a.m. and 5:00 p.m. Monday through Friday.

K. Forms

All forms for travel are available from the Accounts Payable office and are on the Financial Services website at: <http://www.uncsa.edu/formsprocedures>

L. Assistance

All travelers and administrative personnel should be aware of the travel rules and regulations stated in the manual. Please refer any questions concerning proper authorization for travel to the Disbursement Officer, telephone number 770-1353.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 2– Authorizations Required for Travel

M. Travel Authorization

All travel must be approved by the traveler's dean or department head to ensure that the travel is related to university business and in relationship to student recruitment, accreditation, certification, safety training, mandatory meetings, or mandatory training, and that funds exist in their departmental budget to cover any expenses incurred by the traveler. If the dean or department head approves the travel request, the form must be submitted to CHIEF OPERATING OFFICER or PROVOST for approval with a written justification for why the travel should be approved. Any travel commitments made prior to approval will not be reimbursed. **If the total estimated cost of the trip exceeds \$3,000, the traveler must attach a detailed written explanation of the excess costs associated with the trip and an explanation of the value of the trip to the University.**

In-State: If the travel is local or one day in duration and no airfare and/or subsistence applies, the traveler **does not** have to complete the Travel Authorization form. The traveler will only have to complete a Travel Reimbursement form for the mileage.

Registration fees for local and one-day travel may be processed using a Check Request form (with documentation attached) and sent to the Accounts Payable office for processing at least 2 weeks prior to the prepayment deadline.

Out-of-State: All out-of state travel within the continental United States (excluding Alaska and Hawaii) must have a Travel Authorization form completed and submitted to the Accounts Payable office at least 3 weeks prior to the day the travel begins or 3 weeks prior to any prepayment deadlines.

Out-of-Country: All out-of-country travel (including Alaska and Hawaii) must have a Travel Authorization form completed and approved by the Chancellor. It should be submitted to the Accounts Payable office at least 3 weeks prior to the day the travel begins or 3 weeks prior to any prepayment deadlines.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 3 - Subsistence

A. Definitions

Subsistence is an allowance related to lodging and meal costs (including meal tips).

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 reimbursement rates apply when employees and other qualified travelers use hotel and meal facilities located in North Carolina immediately prior to and upon returning from out-of-state travel during the same travel period.

Out-of-Country Travel Status begins when the employee leaves the continental United States and remains in effect until the employee returns to the continental United States. Under this definition, Alaska and Hawaii are considered out-of-country. If the employee and other qualified official travelers use hotel and meal facilities located outside of North Carolina, but within the continental United States, immediately prior to and upon returning from out-of-country travel during the same travel period, out-of-state subsistence rates shall apply.

B. Subsistence Rates – Meals and Lodging

1. In-State and Out-of-State Travel

The maximum allowable statutory rate (G.S. 138-6) for meals and lodging is located on Appendix B (Travel at your Fingertips) for out-of-state travel. The lodging rate does not include taxes. However, the payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed and is to be paid as a lodging expense.

2. Out-of-Country Travel

All out-of-country travel must be approved by the Chancellor in advance of the trip. Employees may elect to claim either out-of-state rates for subsistence or the lesser of the actual cost of meals and lodging or 90% of the subsistence rate published by the U.S. Department of State for the applicable foreign site (available on-line at <http://www.state.gov/m/a/als/prdm/>). Excess subsistence for both meals and lodging requires approval by the Chancellor in advance of the trip. Requests for excess meals must be documented by a receipt.

C. Lodging

1. General Guidelines for Reimbursement

The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

Requests for reimbursement should be filed within 30 days after the travel period for which the reimbursement is being requested ends. Specific dates of lodging must be listed on the reimbursement request, and substantiated by an original receipt from a commercial lodging establishment. See Appendix B for lodging rates. These rates do not include taxes.

2. Room Sharing

If one University traveler pays the full lodging expense for him/herself and one or more other individuals traveling on official University business with whom he/she shares a room in a commercial lodging establishment, the traveler bearing the expense should include the full lodging expense on his/her reimbursement request. A note of explanation should be included on each traveler's reimbursement request with a list of those sharing the room. The total per night lodging charge will be divided by the number of University travelers sharing the room for purposes of applying the statutory limitation. As long as each traveler's share of the room charge is less than the allowable rate, no additional approvals are needed for excess lodging.

3. Excess Lodging

Excess lodging is defined as any amount over the maximum rates for in-state and out-of-state lodging as stated above under General Guidelines for Reimbursement. Authorization for excess lodging must be obtained in advance as specified in *Policy 2 – Section A*. Excess lodging is allowed when the employee is attending a seminar or conference and is staying at the conference site or a recommended hotel, when an employee is in a high cost area and unable to secure lodging within the current allowance, or when the employee submits in writing an opinion that his/her personal safety or security is unattainable with the current allowance. Excess lodging authorization is not allowed for reasons of convenience or personal preference.

4. Third Party Lodging

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 by OSBM in advance. Requests for third party lodging must provide evidence of savings to the state. An exception may be granted for requests that do not show a savings with sufficient justification to support the necessity for third party lodging.

In each case where third party lodging is being considered, the applicant must provide their budget officer and OSBM all details regarding the arrangement, including the amount to be charged, the length of stay and contact information. A signed rental agreement must be presented to receive reimbursement.

5. Miscellaneous Expenses not considered Travel

Audition rooms rental should be charged to account number 741900 (facility rooms for rent). Accompanists should be charged to account number 730190 (other contracted services). Do not use 731260 (other travel expenses) for these type of expenses.

D. Meals

1. General Guidelines for Reimbursement

Reimbursement rates listed in Appendix B include tips and gratuities. For purposes of these regulations, a continental breakfast will not be considered a meal. Each reimbursement form must show the time of departure and time of return for purposes of ensuring compliance with travel regulations (see Section D-2 below). The employee may not request reimbursement for meals included in registration fees, conference fees, hotel registrations, etc. **It is the responsibility of the traveler's supervisor to insure that duplicate reimbursement for such meals is not approved.**

2. Meals During Overnight Travel

A University employee in overnight travel status on official University business may be reimbursed for meals including lunch. The travel must involve a travel destination at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

A University employee in overnight travel status may be reimbursed for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible the following criteria must be met:

- Breakfast – Depart duty station prior to 6:00 A.M. and
The normal workday is extended by two (2) or more hours.
- Lunch - Depart duty station prior to Noon on day of departure or
Return to duty station after 2:00 P.M. on day of return.
- Dinner - Depart duty station prior to 5:00 P.M. on day of departure or
Return to duty station after 8:00 P.M. on day of return and
The normal workday is extended by three (3) or more hours.

3. Meals during Daily Travel

Allowances cannot be paid to an employee for lunches if travel does not involve an overnight stay. To be eligible for breakfast and evening meal allowances when overnight travel is not involved the following criteria must be met:

- Breakfast (morning) – Depart duty station prior to 6:00 A.M. and
The normal workday is extended by two (2) or more hours.
- Dinner (evening) - Return to duty station after 8:00 P.M. and
The normal workday is extended by three (3) or more hours.
- The travel must involve a destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

4. Meals and Day-to-Day Activities

University employees may not be reimbursed for meals eaten in conjunction with a conference, assembly, convocation or meeting, by whatever name called, of employees within the University, or between employees of the University and other State departments, institutions, or agencies to discuss issues relating to the employee's normal day-to-day business activities.

5. Meals for Required Employee Attendance

A University employee may be reimbursed for actual costs of meals, including lunches, when the employee's job requires his attendance at the meeting of a board, commission, committee, or council in his/her official capacity and the meal is preplanned as part of the meeting for the entire board, commission, committee or council. Such board, commission, committee, or council must include persons other than University employees. Documentation (receipt or brochure showing required meal cost) must be attached to the Travel Reimbursement form.

6. Meals and Commercial Air Travel

Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.

7. Excess Meals

No excess reimbursement will be allowed for meals unless there are predetermined charges or the meals were for out-of-country travel.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 4 – Transportation by State Vehicles

A. General Guidelines

Motor Fleet Management (State) vehicles are those allotted to the University by the Department of Administration. The University is billed monthly by the Department of Administration for their use. These vehicles are available for use by all UNCSA employees. A copy of the employee's valid driver's license is required and kept on file with the Executive Assistant to the Senior Director of Business Affairs.

Detailed guidelines regarding Motor Fleet Management vehicles can be found at <http://www.ncmotorfleet.com/> .

University-owned vehicles are cars, trucks, vans, and buses that are owned and operated by the University. These vehicles are usually permanently assigned to various departments of the University.

When travel by vehicle is determined to be feasible, a State or University-owned vehicle, if available, should be used instead of a private car. State or University owned vehicles shall be used for official University business only. General statute 14-247 relating to the "Private use of publicly owned vehicles" states, "It shall be unlawful for an officer, agent or employee of the State of North Carolina of any county, 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, to any county, to any institution, or agency of the State."

A State or University-owned vehicle should not be used for travel between the employee's home or workstation, whichever is closer, and an airline terminal. This is to prevent the vehicle from being reserved and parked at an airport for an extended period of time. Mileage reimbursement for the private vehicle will be given at the higher rate.

Drivers of State and University-owned vehicles shall observe all local and State ordinances pertaining to the operation of motor vehicles. Any fines imposed for any violation that was under the control of the driver shall be the responsibility of the driver.

Insurance policies on cars and trucks have liability limits of \$100,000.00. The maximum liability of this State for each accident is \$100,000.00 per person for bodily injury, \$500,000.00 for bodily injury for five or more persons and \$100,000.00 for property damage. Any employee desiring additional protection may purchase it with a "drive other car" endorsement on his personal automobile liability insurance policy.

B. Reserving a State Vehicle

State vehicles may be reserved by calling the Administrative Assistant in the Administration Building (770-3302). Vehicles are available on a first-come, first-serve basis. Therefore, employees should call well enough in advance of the travel date to make sure a vehicle is available.

1. If a State vehicle is reserved for a trip the following workday and the employee's home is closer to the destination than the official workstation, the employee is allowed to drive the vehicle to and from his/her home. Also, the employee does not have to report to his/her regular workstation before beginning the trip. Frequent occurrence of this situation will require approval.
2. All State vehicles must be returned to the University immediately upon the return from the authorized trip. Keys and logbooks should be returned to the Receptionist. If the traveler returns after regular office hours, the logbook and keys may be returned to Campus Police.
3. A travel log must be prepared for each trip made in a State vehicle. The University employee responsible for the vehicle will enter the required information in the travel log.
4. Credit cards owned by the State of North Carolina should be used while traveling outside of the immediate area. Credit card purchase receipts must be submitted to the Receptionist upon return from the trip.
5. When a State vehicle is used for official travel, parking and storage fees, tolls, and required repairs are legitimate charges to the University, provided necessary receipts are obtained. Reimbursement of expenses for airport parking for both private and State vehicles are allowed with receipts.

C. Commuting

State vehicles and University-owned vehicles may not be used for commuting between an employee's official workstation and his home. Every individual who uses a State or University-owned passenger car, pickup truck, or van to drive between his official workstation and his home, shall reimburse the University for these trips at a rate computed by the Department of Administration.

D. Use of Public Safety Vehicle for Commuting

A sworn public safety officer may use a state-issued public safety vehicle in commuting from an employee's home to his duty station, provided the commuting distance is no greater than 20 miles from the officer's duty station.

E. Non-State Employee Riders

- **Non-state employees** may accompany University employees in State or University-owned vehicles when they have a business interest in the travel and their presence is related to University business.
- **Students** may be passengers in State vehicles to attend performance events and other activities officially sanctioned by the University. Students who are not on the University payroll may not drive any State or University-owned vehicles. Students who are on the University payroll and who possess a valid driver's license are allowed to drive State and University-owned vehicles. A copy of their driver's license must be on file in Financial Services.
- **Spouses and children of University employees** may accompany them in State vehicles if space is available and all travel is strictly for official State business.
- **Hitchhikers** are not permitted to ride in State or University-owned vehicles.
- **Pets** are not allowed in State or University-owned vehicles at any time. Animals necessary for the University productions may be transported in State or University-owned vehicles providing they are properly restrained, preferably in a cage.

F. State or University-Owned Vehicle Use at Destination

At the employee's destination, State or University-owned vehicles may be used prudently for travel to obtain meals, but not for private purposes or for entertainment while off duty. No common carrier or public transportation fares are reimbursed on a trip on which an employee uses a State or University-owned vehicle, unless it is shown that such transportation was more economical in a particular situation.

G. Repairs

If a State (Motor Fleet Management) vehicle requires repairs, authorization for repair must be obtained from Motor Fleet Management in Raleigh by calling toll-free 1-800-277-8181 twenty-four hours a day. There is no preset minimum or maximum allowance for costs of repair.

At any time that a University-owned vehicle requires repairs, a small purchase order (repairs under \$500) or a regular purchase order (repairs greater than \$500) must be obtained from the Purchasing Office. If repairs are necessary while traveling away from the local area, the employee should call the Purchasing Office at 336-770-3319/3320 for further instructions.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 5 – Transportation by Private Vehicles

A. Use if State or University-Owned Vehicle is Not Available

A private vehicle may be used for official University business if a State or University-owned vehicle is not available. Actual mileage may be reimbursed. Mileage is measured from the closer of the duty station or the point of departure to the destination (and return). Reimbursement will be paid at the mileage rate set by the Office of State Budget and Management. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained.

A private vehicle may be used for travel between the employee's home or workstation, whichever is closer, to an airline terminal. Mileage reimbursement will be given at the higher rate. This is to prevent a State or University-owned vehicle from being reserved and parked at an airport for an extended period of time.

A state employee shall be reimbursed the business standard mileage rate set by the IRS when using their personal vehicles for state business when the round trip does not exceed 100 miles or when a state-owned vehicle is not available. If the round trip exceeds 100 miles and a state vehicle is available, then the state employee will be reimbursed at the motor fleet rate.

B. Use if State or University-Owned Vehicle is Available

A private vehicle may be used for official University business even if a State or University-owned vehicle is available. Actual mileage is reimbursable. Mileage is measured from the closer of the duty station or the point of departure to the destination (and return). However, reimbursement will be paid at the lowest prevailing motor fleet rate. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained.

C. Commuting

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

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 6– Transportation by Aircraft

A. Commercial Airlines

Allowable Reimbursement

Tickets for commercial air travel may be purchased by the traveler. Since tickets are usually purchased in advance of the travel period, reimbursement for the tickets can be obtained using a Check Request. A credit card statement showing the ticket purchase or an invoice should be attached to the Check Request. Reimbursement is limited to actual coach fare on domestic flights and actual business class fare on overseas international flights. Flight insurance and upgrades are not reimbursable.

Super Saver Rates

When traveling by common carrier, employees traveling to their destination earlier than necessary and/or delaying their return to be able to use super saver rates may be reimbursed subsistence for additional travel days. When the reduced airfare rates require staying overnight one Saturday night to be eligible for reimbursement, the University employee should stay overnight on the Saturday closest to the first or last day of official University business to which the employee is attending.

B. Chartered Aircraft

The use of chartered aircraft requires approval of the Chancellor with the following substantiated and in writing:

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

C. Privately-Owned Aircraft (Aircraft Owned by a State Employee)

Reimbursement for official business use of an aircraft owned by a State employee requires the approval of the Chancellor with the following substantiated and in writing:

- Use of an aircraft owned by a State employee is necessary because of unusual travel circumstances and is not for the sole convenience of the employee who owns the plane.

Revised: 3-14-2012

- Use of the aircraft owned by a State employee, at the rate listed below, is cheaper than any other method of air travel.
- The allowable reimbursement for aircraft owned by a State employee is \$.68 per mile per passenger.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 7 – Other Modes of Transportation

A. Travel to/from Airport at Employee’s Duty Station

Reimbursement for travel between the employee's duty station or home (which ever is less) and the nearest airline terminal (or train/bus station, if applicable) is limited to one round trip with parking charges. Travel by private car is reimbursed in accordance with the guidelines in *Section 5 – Transportation by Private Vehicles*. Receipts are required for airport parking claims.

B. Use of Transportation Companies

The payment of invoices or the reimbursement of transportation companies for travel between employee’s duty station or home (whichever is less) and the nearest airline terminal (or train/bus station if applicable) is only allowed if justification is provided that proves this was a cheaper method of transportation than the reimbursement of mileage for a personal vehicle when a state owned vehicle was not available. This justification must be provided with the travel authorization form for approval at least 3 weeks prior to the day the travel begins or any prepayment deadlines.

C. 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:

- Taxi or Airport Shuttle service - actual cost with receipts.
- Rental vehicles - may be used; however, rental vehicles may not be used for the sole convenience of the employee. Receipts are required
- Public Transportation – actual cost up to \$5.00 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport. Receipts are *not* required.

D. Transportation Other than to/from Airport

Reimbursement may be made for costs of transportation other than to/from the airport when required for travel on official University business.

E. Bus and Train Service

The actual cost of coach fare for rail and bus service when required for travel on official University business is reimbursable. A receipt copy of the ticket must be attached to the travel reimbursement request.

F. Rental Cars

Rental cars may be used only when this is the most cost-efficient form of transportation. Rental vehicles are not to be used at State expense solely for the convenience or personal preference of the employee. A receipt copy of the paid rental contract must be submitted for reimbursement. The use of a rental car should be on the Travel Authorization form and be approved by the Department Head.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 8 – Other Travel Expenses

A. Registration Fees

State law allows reimbursement of the actual amount of convention registration fees when substantiated by a valid receipt or invoice.

Registration fees are paid using a Check Request form or credit card (American Express or personal). The Check Request form should be submitted to the Accounts Payable office at least 2 weeks prior to the day of departure or 2 weeks prior to the prepayment deadline.

Tuition fees are distinguished from registration fees in that they are an educational expense (not travel) and are charged to “Other Employee Educational Expenses.” Tuition fees are those costs associated with employees enrolled in a course(s) or sessions described as educational in nature. The courses are usually accredited by a generally recognized accrediting agency. Upon satisfactory completion of work, the employee receives a certificate, degree or other similar acknowledgment of completion of work.

B. Parking and Tolls

Parking fees, storage fees and tolls are reimbursable when incurred while traveling on official University business. Receipts are required. Excessive or inappropriate parking will not be reimbursable. An example would be an airport’s hourly parking lot for an overnight trip.

C. Telephone

- Long Distance – Employees are not allowed to charge long distance telephone calls of a personal nature to the University, **except as stated below**. All long distance calls that are to be paid by the University must be made pursuant to the employee conducting official University business.
- Reimbursement – Business phone calls are reimbursable under “Other Expenses”. Individual calls over \$5.00 must be identified as to point of origin and destination.
- Allowable Personal Calls – An employee who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each two days.
- Employee Emergency Calls – Employees may use the State network system, State credit card, or may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature. An example is a call made when an employee calls home to inform

someone that the travel period has been extended beyond original plans due to unforeseen circumstances.

- **Mobile Telephones** – Because mobile telephone charges (cellular and digital) are based on measured use, no personal calls should be made on mobile telephones except in case of emergency as determined by the University. Mobile telephone calls to conduct official University business should only be used when more economical means of telephoning are not reasonably available.

If an employee uses his/her personal mobile telephone in conducting University business, the employee can be eligible for reimbursement. In order to receive reimbursement, the employee must indicate on his/her telephone bill the reimbursable calls, the individuals called, and the nature of calls and submit the telephone bill with the request for reimbursement.

- **Use of Telephone with Computer Hook-ups** – Employees traveling on official University business needing to transmit data via their computers should use the most efficient manner available, including services available through the State’s Information Technology Services (ITS) access.

D. Tips (see Travel at your Fingertips for rate)

No reimbursement is given for meal tips. They are included in the meal allowances. Baggage handling “tips” for porters at terminals and hotels and other tips (except tips for meals or food service) may be claimed as “Other Expenses”. Excessive tips must be documented with a receipt and explanation.

E. Passports

Reimbursement for cost incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his duties, is required to travel overseas in the furtherance of official University business. Passport expenses are chargeable to the same fund that supports the employee’s trip.

F. Fees and Service Charges of Travel Agents

With sufficient justification and documentation, University employees can be reimbursed for usual, customary, and reasonable fees and service charges imposed by travel agents for assistance in making travel arrangements. Travel agent fees and service charges exceeding \$100 require the approval of the appropriate Vice Chancellor.

G. Optional Tours and Social Events

The cost of optional tours and social events is not reimbursable.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 9 – Non-State Employees – Reimbursement of Travel Expenses

A. Non-State Employees

Non-state employees traveling on official University business whose expenses are paid or reimbursed by the University are subject to these policies and procedures, including statutory subsistence allowances, to the same extent as are University employees. Travel expenses for members of a non-employee's family are not reimbursable by the University. No travel advances will be made to non-state employees.

B. Prospective Professional Employees

The appropriate Dean or Department Head may approve reimbursement of certain expenses of prospective professional employees visiting the University for Employment Interviews. These expenses are limited to transportation and subsistence at the in-state rate for 3 days (5 days if one is a Saturday). Excess lodging expenses may be approved in the same manner as for employees.

C. Students

1. General Guidelines

Student travel expenses while working as an employee of the state is considered official state business when traveling on official state business. When they are traveling on behalf of their position 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 the General Fund at the same extent as are state employees. All other student related travel must be paid from non-General funds supporting that particular organization or activity Funds specifically appropriated or legally directed for student travel are authorized to be used for student travel expenses.

Approval for non-employee General Fund student travel must be signed by the student's department head. To substantiate and account for services related to non-employee General Fund student travel, the student and department head should enter into a signed agreement to document the required official state business and the travel reimbursement commitment. This agreement shall be signed by the department head and shall be a part of the department's prior approval documentation required for overnight travel. The purchase of food or beverage for students at higher education institutions is not allowable unless the student is in travel status. However non-state funds may be used for these purposes if such funds have been established and authorized for such purposes.

2. Group Travel – Advances

Eligibility – Funds may be advanced upon request for expenses to be incurred for University-sanctioned travel by student groups. Advances may only be issued to University employees; therefore, the advance must be requisitioned by the group sponsor or accounting officer on a Direct Pay form.

Deadlines – The request must be submitted to the Accounts Payable office at least 3 weeks prior to date of need to provide adequate time for check preparation. The advance may be issued no sooner than 5 working days prior to travel.

Clearing Advances – All travel advances must be cleared no later than 30 days after the travel period. The sponsor or accountable officer must clear the advance by repaying any unexpended balance and submitting appropriate receipt documentation. An outstanding travel advance must be cleared before a subsequent advance may be obtained. All travel advances must be repaid within 30 days of trip or the travel advance will be deducted from the employee's next paycheck. Travel advances will not be approved or paid during the month of June due to year-end closing.

3. Group Travel – Reimbursement of Expenses

Request for Reimbursement – Within 30 days following the travel period a Travel Reimbursement form should be submitted to the Accounts Payable office. The standard subsistence allowances may not be exceeded; however, actual expenses may be claimed if they are less than allowable rates. Any reimbursement sent to the Disbursement Office will be returned if the 30 day reconciliation period has passed.

Required Documentation – The following documentation must be attached to the Travel Reimbursement form

- List of travelers
- Receipts for:
 - Lodging
 - Commercial transportation (including air, bus, rail, taxi, shuttle service and rental car fare)
 - Parking and storage fees and tolls
- Statement signed by each student indicating the amount of any meal money received (if funds were advanced to students for meals).
- Other documentation may be requested by the Accounts Payable office as a result of a review of the request for reimbursement.

D. Attendants for Handicapped Employees

Payment of travel and subsistence expenses (hotel and meal costs) for attendants for handicapped employees while traveling on official University business may be reimbursed at the same extent as are University employees if advance approval is obtained from the Chief Operating Officer or the Provost.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 10 – Conferences, Seminars, and Other Meetings

A. Internal Conferences

Definition – Internal conferences are those that involve the attendance of employees within the University only. A routine staff meeting is **not** an internal conference.

Requirements and Limitations

- No payment for meals is allowed unless overnight travel criteria are met.
- The conference is planned in detail in advance, with a formal agenda or curriculum.
- There is a written invitation to participants, setting forth the calendar of events and the detailed schedule of costs.
- No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc. and such meetings must be held in State facilities when available. No registration fee may be charged.
- Refreshments for “coffee breaks” can be purchased provided there are 20 or more participants and costs do not exceed \$4.50 per participant per day.
- A University department cannot use University funds to support or underwrite a meeting, assembly, conference, seminar, rally, celebration, or similar function, by whatever name called that promotes any cause or purpose other than the mission and objective of the University.
- State funds cannot be used to provide promotional or gift items to be distributed at the conference.

B. External Conferences

Definition – External conferences are those that involve the attendance of persons other than employees of the University. Payment for meals is allowable if included in the registration fee, but such fee must not consist exclusively of meal cost or it will not be allowable unless meeting overnight travel criteria. Conferences sponsored or co-sponsored by the University are authorized when they meet the limitations and requirements listed below.

Requirements and Limitations for External Conferences

- The conference is planned in detail in advance, with a formal agenda or curriculum.
- There is a written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.
- Assemblies should be held in State facilities where feasible; however, non-state facilities can be rented and the cost charged to the University without allocation to participants' daily subsistence allowances.
- Registration fees may be charged by the sponsoring department to participants for costs of external conferences.
- Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers.
- Refreshments for "coffee breaks" can be purchased provided there are 20 or more participants and costs do not exceed \$4.50 per participant per day.
- When assemblies are to be held under the sponsorship of the University in which the funding for all participants is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the Chief Operating Officer or the Provost. The authorization must provide the following:
 - The purpose and duration of the conference.
 - The number of persons expected to attend.
 - The specific meals to be served at the conference (law prohibits lunches from being provided to University employees unless registration fees are charged to all attendees).
 - The approximate daily subsistence cost per person.
 - The name of the conference center, hotel, caterer, or other organization providing the service.

C. Training Sessions

Definition – Employee training involves courses that develop an employee's knowledge, skill, and ability to perform the duties of his/her present job, such as courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in leading to an education degree.

Requirements and Limitations for Training Sessions

- Fees for training courses that provide training in specific areas are charged in “Other Employee Educational Expenses”
- University-sponsored training sessions may provide refreshments for “coffee breaks” provided there are 20 or more participants and costs do not exceed \$4.50 per participant per day.
- Departments may reimburse employees for training books and materials related to training sessions, provided those books are required to participate in the training sessions. These books are considered property of the department and not the person property of the employee.

D. Management Retreats

Definition – A management retreat is a meeting or series of meetings consisting of the Chancellor and his/her top assistances and coworkers. Retreats are sometimes held at a site other than the usual workplace and are held no more often than once a year.

Requirements and Limitations for Management Retreats

The Chief Operating Officer or the Provost may authorize an annual management retreat. Expenditures are permissible in a manner as if it were an internal conference.

E. Informal Meetings with Guests of the Chancellor (Includes Board of Trustees’ Retreats)

Definition – An informal meeting is a meeting consisting of the Chancellor or his/her designee and non-state employees during which official University business is discussed for the majority of the meeting. Informal meetings are one-time occurrences and are not held on a recurring or routine basis.

Requirements and limitations for Informal Meetings

The Chancellor, or his/her designee for a specific event, may be reimbursed from State funds for actual costs of meals for themselves and individuals who are not State employees who are their guests, when accompanying them in the course of conducting official University business. Cost of meals and other expenses for family members are not reimbursable from State funds.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Section 11 – Travel Advances and Reimbursements

A. Travel Advances

1. Eligibility

Funds may be advanced to permanent employees for expenses to be incurred in approved travel on University business. Non-permanent employees may not receive travel advances.

2. Procedures for Advance Requests

a) When the corporate American Express card or personal credit card is used:

Employees who have been issued the American Express Corporate card for travel may be issued travel advances with appropriate justification for the following types of expenses:

- For prepayment of airfare when travel arrangements are made in advance of the trip in order to obtain “super saver” rates whether or not the airfare is charged on the American Express corporate card or on a personal credit card.
- For prepayment of hotel room deposits if required to guarantee the initial night of reservation or to secure conference lodging whether or not such deposits are charged on an American Express corporate card or on a personal credit card.
- Advances for such items as anticipated taxi fares and airport parking fees.

b) When the corporate American Express card or personal credit card is not used:

In order to allow sufficient time for processing, the request for funds must be submitted to the Accounts Payable office on a Travel authorization form at least two weeks prior to the date of need. Advances can be issued for up to 75% of the estimated cost of the trip, less any prepaid expenses, and may not be issued more than five working days prior to the date of departure.

Advances for the full amount of airfare booked in advance and deposits on hotel rooms will be processed and considered as prepaid expenses on the Travel Authorization form.

3. Trip Delay or Cancellation

If a travel advance is obtained and the trip is not taken, the advance must be repaid immediately. If the trip is postponed, the advance must be repaid and a new advance obtained.

B. Travel Reimbursement

1. When travel advances have been issued:

The traveler should clear the advance by submitting a completed Travel Reimbursement form with appropriate receipts to the Accounts Payable office within 30 days following the travel period. Please note that advances must be deducted from the reimbursement request and a check for the net amount due (if any) will be issued to the traveler. In the rare event that the advance exceeds total expenses claimed, the traveler must attach to the reimbursement request a check for the excess, payable to "UNC School of the Arts". No subsequent advances can be made until the advance is cleared. All travel advances must be cleared within 30 days or the advance will be deducted from employee's pay on next payday. This could restrict your ability to get future advances. All advances must be cleared prior to June 15th of each fiscal year. Travel advances will not be given during the month of June.

2. When travel advances have not been issued:

The traveler should submit a Travel Reimbursement form with appropriate receipts to the Accounts Payable office within 30 days following the travel period. Both the traveler and his/her supervisor must sign the reimbursement request. If the reimbursement form is submitted after the 30-day time period, travel expenses will not be paid. The only exception to this will be a written explanation that sets forth a valid reason for the delay in filing and must be approved by the Office of State Budget and Management. "Period of travel" is defined as the beginning and ending travel dates as shown on the Travel Authorization form.

3. Processing of Reimbursement Requests

Requests for reimbursement from State funds that are submitted within the prescribed time period and that have appropriate documentation attached will be processed within three days of the receipt of such requests. Checks normally will be prepared no later than seven business days after the receipt of properly documented reimbursement requests.

4. Documentation Required

All requested information should be provided on the reimbursement form and required receipts should be attached. Receipts are required for the following expenses:

- Airfare, bus or train tickets
- Rental cars
- Parking claims, tolls and storage fees
- Airport shuttles
- Taxi fares
- Lodging
- Excess meal allowances (when pre-approved for out-of-country travel)
- Phone calls in excess of \$5.00

Other documentation may be requested by the Accounts Payable office as a result of a review of the request for reimbursement.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Appendix a – Definition of Terms

For the purpose of these Travel Policies, the following definitions apply:

Applicability of Travel Policies and Procedures: All University related travel, whether funded from State funds or non-state funds, must conform to the travel rules and regulations stated in this manual.

Employee's Duty Station: The headquarters or job location at which the employee spends the majority of his or her working hours. For an employee in travel status, the duty station should be the point where traveling begins the majority of the time (home or office). The designation of an employee's home as the duty station requires the approval by the Chancellor and the Office of State Budget and Managements (OSBM) on an annual basis.

External Conference: Conferences that involve the attendance of persons other than the employees of the University. Payment for meals is allowable if included in the registration fee, but the fee must not consist exclusively of meal cost or it will not be allowable unless it meets overnight travel criteria.

Funds: All travel is contingent upon the availability of funds in the proper budget subheads.

Informal Meeting: A meeting consisting of a department head and his designee and non-state employees during which official University business is discussed for the majority of the meeting. Informal meetings are one-time occurrences and are not held on a recurring or routine basis.

Internal Conference: A conference that involves the attendance of employees within the University only. No payment of meals is allowable unless overnight travel criteria are met. **A routine staff meeting is not an internal conference.**

In-State: Travel within the borders of North Carolina.

Management Retreat: A meeting or series of meetings consisting of the Chancellor and his/her top assistants and coworkers. Retreats are sometimes held at a site other than the usual workplace and are held no greater than once a year.

Non-State Employees:

- A consultant whose compensation will not be paid through the University payroll system.
- An employee of another governmental jurisdiction, local or federal, in whose travel the State may have a business interest.
- A prospective teacher or any other prospective State employee (includes University faculty and staff).

- A student in a State public college or university.

Non-State Funds: University controlled funds deposited with any banking facility other than the State Treasurer.

Out-of-Country Travel: Anywhere not included in the two definitions: in-state or out-of-state. Alaska and Hawaii are considered out-of-country for purposes of State and University travel regulations. Out-of-country travel status begins when the employee leaves the country and remains in effect until the employee returns to the country. If the employee and other qualified official travelers use hotel and meal facilities located outside North Carolina, but within the continental United States, immediately prior to and upon returning from out-of-country travel during the same travel period, out-of-state subsistence rates shall apply.

Out-of-State Travel: Travel in all the continental United States except North Carolina, Alaska and Hawaii. Out-of-state travel status begins when the employee leaves North Carolina and remains in effect until the employee returns to North Carolina. However, in-state allowances and reimbursement rates apply when employees and other qualified travelers use hotel and meal facilities located in North Carolina immediately prior to and upon returning from out-of-state travel during the same travel period.

Registration Fees: Fees that are generally charged for defraying the costs of speakers, building (room) use, handout materials, breaks and lunches at conferences and conventions. Registration fees are charged to object codes 3119 (in-state), 3129 (out-of-state) and 3139 (out-of-country).

Reimbursement: University employees may have their travel expenses reimbursed by the University, subject to the limitations contained in the State Budget Manual's regulations. Under no circumstances may duplicate reimbursements be made for the portion of an employee's expenses paid or reimbursed by a non-state source.

State Budget Manual: The State Budget Manual Section 5 sets forth the travel policies and regulations relating to securing authorization and reimbursement of expenditures for official State travel. The administration and control of travel is in accordance with the provisions of General Statute (GS.) 138.5, 138.6 and 138.7.

State Employee: Any employee (including University faculty and staff), whether temporary or permanent, who is paid on a State payroll.

State Funds: Any funds deposited with the State Treasurer whether derived from appropriations or agency receipts.

Subsistence: An allowance related to lodging and meal costs, and tips thereon. General Statute 138-6 provides for allowances to be paid in amounts or rates specified. For purposes of determining eligibility for allowances, travel status means being away from the employee's normal duty station. The duty station is defined as the location or near vicinity of the employee's work place. To be eligible for allowances in connection with travel, the employee must be acting in official capacity as required by his/her work activities.

Training Session: Employee training involves courses that develop an employee's knowledge, skill, and ability to perform the duties of his/her job; such as, courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in leading to some educational degree.

Transportation: Includes personal automobile, taxi, bus, train, airplane, motor pool charges, auto rental, tolls, and parking fees. All travel expenses must be incurred by and for University employees or other eligible travelers in conducting official University business in order to be eligible for reimbursement.

Travel: All activities involving expenses for transportation, subsistence or registration which are authorized to be paid from State Funds (including University funds) or which involve State or University vehicles for transportation.

Travel Period: The beginning and ending dates of the travel as shown on the Travel Authorization form.

Tuition Fees: Fees charged as payment for instruction given at an institute or workshop. The fee is actually those costs associated with employees enrolled in a course(s) or session(s) described as educational in nature. The courses are usually accredited by a generally recognized accrediting agency. Upon satisfactory completion of course work, the employee student receives a certificate, degree or other similar acknowledgement of completion of work. These fees are education expenses and are charged to Object Code 730920 – Other Employee Educational Expenses.

APPENDIX B TRAVEL AT YOUR FINGERTIPS

Mode of Transportation	Transportation Rates	Receipt Required?
AIRCRAFT:		
Commercial Aircraft	Actual Coach Fare	Yes
Chartered Aircraft	Actual Cost	Yes
Privately Owned Aircraft	68 cents/mile per passenger	No
BUS		
	Actual Coach Fare	Yes
PARKING AND/OR STORAGE FEES		
	Actual Cost	Yes
PRIVATE VEHICLE:		
When state/school-owned vehicle is not available	.555 cents per mile	No
When round trip is less than 100 miles	.555 cents per mile	No
When state/school-owned vehicle is available	.30 cents per mile	No
PUBLIC TRANSPORTATION		
	5.00 each one way trip	No
RENTAL CAR		
	Actual Cost	Yes
TAXIS AND SHUTTLES		
	Actual Cost	Yes
TOLLS		
	Actual Coast	Yes
TRAIN		
	Actual Coach Fare	Yes
REGISTRATION FEES		
	Actual Cost	Yes
BAGGAGE FEES / BAGGAGE TIPS		
Airports Skycaps	2.00/per bag	No
Airport shuttle drivers	2.00/per bag	No
Parking/Auto Related/Hotels		
Valets	2.00/per car	No
Taxi Drivers	15% of fare and 1.00/bag	Yes

SUBSISTENCE RATES (MEAL ALLOWANCE INCLUDES TIPS)

Meals in overnight status.	In State	Out State
Breakfast: <i>leave before 6 AM and day extended by 2 hours</i>	7.75	7.75
Lunch: <i>be in overnight status leave before Noon day of departure or return after 2:00pm</i>	10.10	10.10
Dinner: <i>leave before 5 PM or return after 8 PM and the day is extended by 3 or more hours</i>	17.30	19.65
Meals in Daily Status		
No lunches allowed if not traveling in Overnight Status		
Breakfast: <i>leave before 6 AM and day extended by 2 hours</i>	7.75	7.75
Dinner: <i>leave before 5 PM or return after 8 PM and the day is extended by 3 or more hours</i>	17.3	19.65
Must involve at least 35 miles		
SUBSISTENCE RATES (Lodging)	101.05	115.55
TELEPHONE CALLS WHEN IN TRAVEL STATUS	3.00 / every two days	5.00 every two days

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Appendix C - American Express Corporate Card

The University sponsors an American Express card for employees who are recommended by their Dean or Department Head. An Application for the American Express Corporate Card must be completed and returned to the Senior Director of Business Affairs' office. (These forms may be obtained from that office.) Once the application is submitted, American Express will perform a credit check on the employee. If the credit check is acceptable to American Express, a card will be issued in the employee's name. The employee will be notified when the card can be picked up from the Executive Assistant to the Senior Director of Business Affairs in the Administration Building.

The cardholder (employee) is solely responsible for the use of the card and **the card is to be used for University use only. The balance on the card should be paid in full by the employee each billing cycle. The University does not issue payments to American Express. Non-University use charges or delinquent payment on account may cause the card to be revoked. The University is not responsible for any late fees charged to the employee's card.** (See American Express' terms and conditions regarding the assessment of late fees.) It is the employee's responsibility to keep their account current or their personal credit will be affected. Upon termination of employment with the University, or upon request, the card must be returned to the Senior Director of Business Affairs' office located in the Administration Building.

For information contact the administrative assistant for the Senior Director of Business Affairs; telephone 336-770-3302.

Program Features

- There is no annual fee to the cardholder.
- Free travel insurance (\$200,000) and baggage insurance (\$1,250) are provided to the cardholder when traveling on commercial carriers.
- The need to carry excess cash or to use a personal credit card for University business is eliminated.
- The travel card provides an easy way to separate business and personal expenses.
- Airline tickets may be charged to the card while traveling on University related business.
- Lodging and meals can be charged to the card while traveling on University related business; however, reimbursement for these expenses will be made at allowable rates (unless excess reimbursement has been approved for lodging).
- Fabric purchases when the vendor does not accept a purchase order is allowed in travel status.

Cardholder Responsibilities

- The American Express Travel Card is issued to individuals; the University has no financial liability to the program.
- **The American Express Travel Card is intended to be used for University business travel related expenses.**
- **The cardholder is responsible for any delinquency fees on the travel card.**
- Requests for reimbursement for travel expenses are submitted in the normal manner and reimbursement is made to the individual. The cardholder makes payment to American Express.
- No travel advances will be made to anyone who has a corporate credit card.

NORTH CAROLINA UNIVERSITY OF THE ARTS TRAVEL POLICIES AND PROCEDURES

Appendix D – Travel Tips

A. Rules to Remember When You Travel

- Obtain receipts for any expense you wish to be reimbursed (minor exceptions apply).
- Plan ahead and allow at least 2 weeks to apply for a travel advance.
- Obtain your supervisor's written approval before travel.
- Complete Travel Authorization form before traveling (exceptions are local and one-day trips not involving airfare or meals).
- Complete Travel Reimbursement form promptly...within 30 days of return from trip.
- Make travel arrangements early to secure attractive prices for lodging and transportation.
- Practice good judgment and prudence when incurring expenses. Luxury rooms, personal services and similar expenses will not be reimbursed.
- Review regulations affecting use of private cars, rental cars, taxis and commercial carriers.
- Learn the basic regulations, which apply to University travel so you can avoid personal costs.

B. Before You Travel

- Travel Authorization must be completed and approved for any overnight travel (exception: local or one-day travel not involving airfare or meals).
 1. Calculate estimated expenses.
 2. Note any excess expenses. If total estimated cost of trip exceeds \$3,000, attach detailed written explanation of costs associated with the trip and an explanation of the value of the trip to the University.
 3. Make sure supervisor has signed the form.
 4. Submit form to Accounts Payable office 2 weeks before travel date.
- Travel advances are available **only to employees**. Travel advances, when applicable, are limited to 75% of the total out-of-pocket costs, less any prepaid costs, as estimated on the Travel Authorization form.
 1. Complete Travel Authorization form.
 2. Indicate on form that you are requesting a travel advance.
 3. Send a Check Request for the amount of the advance (include a copy of the travel request form).
 4. Allow 2 weeks before the trip date for the travel advance to be processed.
- Prepayments may include registration fees, airfares, and hotel room deposits.
 1. Complete Travel Authorization form.

2. Send a Check Request for the amount of the prepayment along with a copy of the travel request and invoice or credit card billing (if a personal or American Express credit card was used to prepay the expense).
 3. Allow 2 weeks before the prepayment deadline for the check to be processed,
- State/University vehicles may be reserved through the Administrative Assistant in the Administration Building (770-3302).
 - Rental vehicles require use of state contracted agencies. (See for list of agencies: <http://www.doa.state.nc.us/PandC/975a.pdf>). Optional insurance is not reimbursed.

C. While You Travel

Obtaining Proper Receipts

Obtain proper receipts for authorized expenses. Items that can be reimbursed if receipts are obtained include:

Expenses for Transportation to Destination:

- Commercial Airline – Must have ticket (receipt) at “Air Coach Rate”.
- Railroad – Must have ticket (receipt) at “Coach Fare Rate”.
- Bus – Must have ticket (receipt).
- State/University Car – Toll, parking, gas and mandatory repair receipts.
- Private Car (refer to regulations for criteria for driving private car) – Toll and parking receipts; also can claim mileage between points on traveler’s itinerary
- Airport limousine or taxis – Must have receipt.
- Rental Car – Must have rental agreement contract showing total cost or rental, tolls, parking and gas receipts; must have a State contracted vendor, even though another vendor may be less expensive.

Expenses for Transportation Between Cities:

- Taxis – Taxi fares are not reimbursable for inter-city transportation, except in emergencies when a less expensive mode of transportation is not available within a reasonable period. To obtain reimbursement of a taxi or limousine, receipts plus justification must be attached to the Travel Reimbursement form.
- Bus or other public transportation – Obtain receipts, if possible; if no receipt, maintain a listing of dates, destinations, and costs.
- Rental Car – Rental agreement contract showing total cost or rental, tolls, parking and gas receipts. Must be from State contracted vendor, even though another vendor may be less expensive.

Subsistence (lodging and meals) Expenses:

- Lodging – Receipt of actual lodging expenses from a commercial lodging establishment.
- Meals – No excess reimbursement will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges or the meals were for out-of-country travel. Receipts are required for the exceptions.

Other Expenses:

- Registration or tuition receipts
- Phone call in excess of \$5.00 – Must identify point of origin and destination and must be business related.

Remember, the following items which cannot be reimbursed even if receipts are obtained:

- Room Service tips, valet tips, or other hotel services
- Laundry services
- Between meal snacks
- Optional tours or other social activities
- Flight insurance or personal accident car insurance

D. When You Return

File for Travel Reimbursement – No Travel Advance Received:

- Prepare a Travel Reimbursement form and attach appropriate receipts.
- Obtain appropriate signature from supervisor.
- Send Travel Reimbursement to Accounts Payable for processing.
- After processing, the traveler will receive a reimbursement check for allowable expenses.

File for Travel Reimbursement – Advance Received:

- Prepare Travel Reimbursement for and attach appropriate receipts.
- If the travel expense is less than the travel advance received, write a personal check for the difference and send the check with the Travel Reimbursement form. Make the check payable to NCSA. **DO NOT SEND CASH.**
- Obtain appropriate signature from supervisor.
- If the travel expense is greater than the travel advance received and the expense is allowable, the traveler will receive a reimbursement check for the amount spent over the travel advance.

Remember:

- Travel Reimbursement form must be filed within **30 working days** following travel completion. If reimbursement form is submitted after the 30-day time period, an explanation must be provided as to the reason for noncompliance. **Failure to comply with the filing deadline may result in denial of reimbursement.**

Appendix E – Board Member Reimbursements

UNCSA appreciates the fact that many of our Board Members choose not to ask for reimbursement of your travel expenses as a way to support UNCOSA; however, if you choose to do so, we will process reimbursement according to the following guidelines.

The State of North Carolina Budget Manual and the NCSA Travel manual requires UNCOSA employees and non-employees on official University business to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. “Excess costs and services deemed unnecessary, unjustified or for the convenience or personal preference of the employee or non-employee in the performance of official state business are prohibited.”

Mileage

Board members may be reimbursed at the private vehicle rate (currently \$0.30 per mile) or for the cost of gas and a rental vehicle when traveling to a regularly or specially called Board of Trustees Meeting, whichever is the lesser of the two options.

If a car rental proves to be the lesser option, the rental must be secured from a state-approved vendor in order to comply with insurance and liability guidelines. Currently, the two approved vendors are Enterprise Rent-a-Car and Triangle Rent-a-Car. In order to get the state rental car rate and secure proper insurance, rental reservations must be made by the Assistant Secretary to the Board.

Hotel

Hotel reservation can be made for qualifying nights by the Assistant Secretary to the Board. Confirmations and payment will be handled by the Assistant Secretary. Individuals are free to make their own reservations at their own expense.

Meals

Meal expenses incurred while on Board related business may be reimbursed at the state subsistence rate in accordance with UNCOSA’s travel policy

Air Travel

If necessary to participate in regularly or specially scheduled Board of Trustee meetings, air travel expenses may be reimbursed at the actual coach fare. Assistance can be given (but is not required) by the Assistant Secretary to the Board in making flight arrangements.

Any questions regarding Board Member reimbursement should be addressed to the UNCOSA Assistant Secretary to the Board of Trustees (336-770-1436) or to the UNCOSA Disbursement Officer (336-770-1353).