

UNIVERSITY OF NORTH CAROLINA  
**SCHOOL OF THE ARTS**

TRAVEL

MANUAL

Revised July 2019

**UNIVERSITY OF NORTH CAROLINA SCHOOL THE ARTS  
TRAVEL MANUAL  
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## UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS TRAVEL MANUAL

### *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. <https://www.osbm.nc.gov/budman5-travel-policies>

#### **B. Responsibility of Traveler**

Travelers conducting business on behalf of the University must exercise good judgment and the same care in incurring expenses that a prudent person would exercise if traveling on personal business and using personal funds. Employees are responsible for any unauthorized costs and additional expenses like excess costs, circuitous routes, delays or luxury accommodations, and services that are incurred for personal preference or convenience. Travelers will complete the standard travel reimbursement form for all allowable travel expenses. Pursuant to [G.S. 138-6\(c\)](#), requests for reimbursement shall be filed within 30 days after the travel period ends for which the reimbursement is being requested. Travel advances not turned in within 30 days of trip are in direct violation 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 Supervisor**

The supervisor has the responsibility to review all authorizations and reimbursements for adequate and accurate documentation before sending to the Travel office.

#### **D. Authorization to Travel**

A Travel Authorization form must be completed for all travel (except one day travel). **All domestic travel requests must be received in the Travel Office prior to booking any travel (including hotel, airline, rental car or registration). Out-of-country travel requests should be submitted 3 weeks prior to the date of travel.**

#### **D1. Departure and Return Dates**

Departure and return dates (for airfare tickets, hotel check-in and check-out, etc.) should be within one (1) calendar day of the business purpose event for travel within the U.S. When traveling by common carrier to conduct official University business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the state of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the department head or their designee, the amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence.<sup>11</sup> Printed documentation must be provided with the travelers reimbursement form.

**E. Pre-Travel Payments**

There are currently three main ways to pay for travel expenses via University funds prior to travel dates:

**E1. Travel Card “ T-card”**

The T-card is the preferred method of payment for expenses to be paid before travel and should be used for all expenses that will not be paid via reimbursement where possible. The UNCSA travel card is a Visa-branded corporate liability credit card issued to eligible employees, as authorized by their department heads, used to pay for eligible travel expenses. The T-Card Administrator manages the travel card program in the Controller’s Office. Refer to the travel website for all the t-card documents.

**E2. Direct Billing**

UNCSA has agreements with specific vendors (Aladdin airfare, Hertz, Enterprise, Brookstown hotel) for direct billing, which allows approved University travelers to utilize services without incurring out-of-pocket expenses. Before using Direct Billing methods, travelers should confirm that payments cannot be made by T-card.

**E3. Direct Pay Request**

For any vendor that does not accept credit card payments, any legitimate need for a manual check to prepay a travel-related expense (e.g., registration fee to a vendor who does not accept credit cards) must go through the Direct Pay process with Accounts Payable Department.

**F. 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.

**G. Funding**

**All travel is contingent upon the availability of funds.**

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

The Travel office is located in the Financial Services Department on the 1<sup>st</sup> 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 on the Financial Services website at:  
<http://www.unca.edu/myca/faculty-staff/working-at-unca/forms-procedures.aspx>

**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 Travel Officer, telephone number 770-3308.

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### *Section 2– Authorizations Required for Travel*

#### **A. 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. The Authorization form must be emailed to the Travel Inbox. The Travel Office will confirm with an email once form is received. Once the traveler receives the confirmation, they can begin purchasing travel expenses. **Any travel commitments made prior to approval will not be reimbursed.**

**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 Direct Pay 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 Travel office.

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

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### *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). 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 departmental head or designated authorized person 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. Excess subsistence for both meals and lodging requires approval by the department head or designated authorized person. Requests for excess meals must be documented by a receipt.

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 but during the same travel period, out-of-state subsistence rates shall apply.

## 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. 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 a non-hotel 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 allowed only if the agency can document that per day lodging rates will cost less than standard in state or out of state lodging rates described in Section 5.1.2. OSBM considers all campgrounds and campsites including National and State Parks as Third Party Lodging, regardless if under the state rate. Airbnb is also considered as Third Party Lodging. Internal agency approved third party lodging requests and payments must include documentation contained in travel or accounts payable records that provide evidence of savings to the State. Third party lodging agreements are not allowed among family members or where such agreements or payments create a financial conflict of interest to the traveling employee or other agency managers or employees. Third party lodging may include, yet is not limited to, online website house or room rental services.

In each case where third party lodging is being considered, the applicant must provide their budget officer all details regarding the arrangement, including the amount to be charged, the length of stay, projected cost savings compared to standard lodging rates and contact information. A signed rental agreement, or a reservation and receipt, and documentation of agency budget office prior approval 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 718190 (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. Each employee is responsible for his or her own request for reimbursement. Tips for meals are included in the meal allowance. *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.* An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast. **It is the responsibility of the traveler's supervisor to ensure 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 may be reimbursed for meals for partial days of travel only when the partial day is the day of departure or the day of return for overnight travel. To be eligible the following criteria must be met:

Breakfast – Depart duty station prior to 6:00 A.M.

- 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

### 3. 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.

**4. 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.

**5. Excess Meals**

No excess reimbursement will be allowed for meals unless there are predetermined charges or the meals were for out-of-country travel. The department head or his or her designee may grant excess subsistence for meals for out-of-country travel.

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### *Section 4 – Transportation*

#### **A. Transportation by Personal Vehicle**

It is the intent of the State that state employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. With regard to passenger vehicle travel, whether in- or out-of-state, agency travel policies shall:

- Maximize utilization of state-owned vehicles (agency-owned or agency-assigned vehicles owned by the Department of Administration),
- Make use of State term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Services), and
- Reimburse for use of personal vehicles on a limited basis.

Agencies are encouraged to establish policies that promote efficient travel, such as ride-sharing. When State-owned resources are not available, the agency may procure vehicles through the State's term contracts or reimburse use of personal vehicles. If a state employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). A state employee shall be reimbursed the business standard mileage rate set by the Internal Revenue Service (**58 cents per mile effective January 1, 2019**) when using their personal vehicle for state business when the trip does not exceed 100 miles per trip. For business travel trips that utilize personal vehicles and exceed 100 miles per trip, the employee shall be reimbursed at a rate that would not exceed 33 cents a mile. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained. Fines for traffic and parking violations are the responsibility of the state employee.

#### **B. Transportation by a Rental Vehicle**

For both in-state and out-of-state travel, rental vehicles shall be obtained through the State's term contracts when available. Unless prior approval has been obtained from the department head or his or her designee, the state employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State's term contract for short-term vehicle rentals. No reimbursement will be made for rental insurance purchased because state employees are covered under the State's auto insurance program. However, reimbursement for auto-mobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations. Rental vehicles paid for by funds deposited with the State Treasurer are not authorized for personal use.

#### **C. Transportation by State Vehicle**

Procedures for obtaining and using state vehicles owned by the Division of Motor Fleet Management (Department of Administration) are set out in the [Rules and Regulations](#) provided by that division. Every individual who uses a permanently assigned state-owned passenger motor vehicle, pickup truck, or van to drive between his official workstation and his home shall reimburse the State for these trips at a rate computed by the Department of Administration.

University-owned vehicles are owned and operated by the University. These vehicles are usually permanently assigned to various departments of the University. 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.

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."

Motor Fleet vehicles may be reserved by calling the Student Transportation (770-1476) or emailing [transportation@uncsa.edu](mailto:transportation@uncsa.edu). All drivers using State vehicles must have a driver's record check **every year**. A copy of their driver's license and the Campus Police's Driver's License Verification Form <http://www.uncsa.edu/mysa/faculty-staff/working-at-uncsa/forms-procedures.aspx> under Police & Public Safety Forms must be sent to Campus Police Mailbox at least one week in advance of trip. 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 and their driver's license has been approved by Campus Police.

- If a Motor Fleet vehicle is reserved for a trip and the employee's home is closer to the destination than their 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.
- All Motor Fleet vehicles must be returned to the University immediately upon the return from the authorized trip. Keys and logbooks should be returned to either the Campus Police lockbox or Student Transportation. If the traveler returns after regular office hours, the logbook and keys must be returned to Campus Police.
- A travel log must be prepared for each trip made in a State vehicle. The University employee using the vehicle will enter the required information in the travel log.
- 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 with the log book upon return from the trip.
- 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.

**D. Transportation by Chartered Aircraft**

The use of charter aircraft must be approved by the department head or his or her designee, provided the following is substantiated and put 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.

**E. Non-State Employee Riders**

Non-state employees may accompany state employees in state-owned vehicles when they have a business interest in the purpose of the trip and their presence is related to state business. Students of state universities, colleges, and institutions may be passengers in state-owned vehicles to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved. Spouses and children of state employees may accompany them in state-owned vehicles, if space is available and all travel is strictly for official state business [G.S. 143-341(8)(i)(7) grants Department of Administration rule-making authority in this area]. Hitchhikers are not permitted to ride in state-owned vehicles.

**F. Transportation by State Vehicle 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. Commuting**

No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to his 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 Human Resources Manual](#).

**H. 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 30 miles from the officer's duty station.

**I. 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 parking may be made under the following circumstances. For travel by:

- Taxi or Airport Shuttle - actual costs with receipts.
- Private Car - the business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.

- 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 the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

**J. 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 most economical mode available as listed below:

- Taxi or Airport Shuttle service – actual costs with receipts.
- Rental Vehicles - may be used with the prior approval of the department head or his or her designee; however, rental vehicles may not be used for the sole convenience of the employee (receipt required).
- 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 the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

**K. Travel Involving Trips Other than to and from the Airport**

The actual costs of taxi and shuttle service fares are reimbursable when required for travel on official state business. The request must be documented with a receipt. The use of public transportation is reimbursable for actual costs with a receipt.

**L. Transportation by Common Carrier**

Reimbursement for air, rail, or bus fare is limited to actual main cabin fare, substantiated by receipt. Reimbursement for check – in fees is limited to actual costs substantiated by receipt.

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### *Section 5 – 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 Direct Pay Request or credit card (American Express, T-Card, P-Card, 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. 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” (Account 731260).** Excessive tips must be documented with a receipt and explanation.

#### **D. 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.

#### **E. 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.

#### **F. Optional Tours and Social Events**

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

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### *Section 6 – 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 **Travel Advance / Prepayment 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 Travel 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 Travel 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 Vice Chancellor for Finance and administration or Executive Vice Chancellor and Provost

## UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS TRAVEL MANUAL

### *Section 7 – 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 \$5.00 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 \$5.00 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 Vice Chancellor for Finance and administration or Executive Vice Chancellor and 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 \$5.00 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 Vice Chancellor for Finance and administration or Executive Vice Chancellor and 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.

**UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS  
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***Section 8 –Reimbursements***

**A. Travel Reimbursement**

**1. 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 five days of the receipt of such requests.

**2. 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 or train tickets
- Bus Fares over 5.00
- 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 Travel office as a result of a review of the request for reimbursement.

## UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS TRAVEL MANUAL

### *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.

**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 account codes 731190 (in-state), 731290 (out-of-state) and 731390 (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.

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**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 account code 730920 – Other Employee Educational Expenses.

**APPENDIX B TRAVEL AT YOUR FINGERTIPS**

<b>Mode of Transportation</b>	<b>Transportation Rates</b>	<b>Receipt Required?</b>
<b>AIRCRAFT:</b>		
Commercial Aircraft	Actual economy/ main Fare	Yes
Chartered Aircraft	Actual Cost	Yes
<b>BUS</b>		
	Actual economy/main Fare	Yes
<b>PARKING AND/OR STORAGE FEES</b>		
	Actual Cost	Yes
<b>PRIVATE VEHICLE:</b>		
(Trip does not exceed 100 miles)	.58 cents per mile	Yes MapQuest
(Trip exceeds 100 miles)	.33 cents per mile	Yes MapQuest
<b>PUBLIC TRANSPORTATION</b>		
	5.00 each one way trip	No
<b>RENTAL CAR</b>		
	Actual Cost	Yes
<b>TAXIS AND SHUTTLES</b>		
	Actual Cost	Yes
<b>TOLLS</b>		
	Actual Cost	Yes
<b>TRAIN</b>		
	Actual Fare	Yes
<b>REGISTRATION FEES</b>		
	Actual Cost	Yes
<b>BAGGAGE FEES / BAGGAGE TIPS</b>		
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	Max \$5.00	Yes

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**SUBSISTENCE RATES (MEAL ALLOWANCE INCLUDES TIPS)**

**Meals in overnight status.**

	<b>In State</b>	<b>Out State</b>
<b>Breakfast:</b> <i>leave before 6 AM and day extended by 2 hours</i>	8.60	8.60
<b>Lunch:</b> <i>be in overnight status leave before Noon day of departure or return after 2:00pm</i>	11.30	11.30
<b>Dinner:</b> <i>leave before 5 PM or return after 8 PM and the day is extended by 3 or more hours</i>	19.50	22.20
<b>SUBSISTENCE RATES ( Lodging)</b>	75.10	88.70

## UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS TRAVEL MANUAL

### *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 Vice Chancellor for Finance and Administration 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 Vice Chancellor for Finance and Administration 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 Vice Chancellor for Finance and Administration office located in the Administration Building.

For information contact the executive assistant for the Vice Chancellor for Finance and Administration; 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.

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- **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.

## UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS TRAVEL MANUAL

### 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 before applying 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. Make sure supervisor has signed the form.
  3. Submit form to Accounts Payable office two weeks before travel date.
- Prepayments may include registration fees, airfares, and hotel room deposits.
  1. Complete Travel Authorization form.
  2. Send a Direct Pay 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).
- State/University vehicles may be reserved through Student Transportation in the Commons Building (770-1476). Rental vehicles require use of state contracted agencies. 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 “Economy/Main cabin rates”.
- 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 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.

### **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.**

## UNIVERSITY OF NORTH CAROLINA SCHOOL OF THE ARTS TRAVEL MANUAL

### Appendix E – Board Member Reimbursements

Members of state boards, commissions, committees, and councils are authorized, pursuant to [G.S. 138-5\(a\)\(1\)](#), to receive \$15 per day stipend or per diem compensation for their official service. State employees and members of all state boards, commissions, and councils whose salaries or any portion of whose salaries are paid from state funds shall receive no per diem compensation, that would be in addition to their salaries or hourly pay rates that are funded from state funds for their services.

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 UNCSA; 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 UNCSA Travel manual requires UNCSA 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.”

Internal Revenue Service (IRS) audit responses issued in 2016 and 2017 have for certain boards concluded that these stipends or per diem compensation payments should be treated as employee compensation for purposes of federal and state withholding tax and FICA tax. As a result, boards, commissions, committees and councils should consult their respective General Counsel or tax attorney to ensure compliance with IRS employee compensation requirements. The University Payroll Office has also established payroll system payment mechanisms to ensure withholding and FICA tax deductions are deducted from applicable member stipend or compensation payments.

#### **Mileage**

Board members may be reimbursed at the private vehicle rate 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.

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**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 Travel Officer (336-770-3308).