

## A Traveler's guide to: TRAVEL AUTHORIZATIONS & REIMBURSEMENTS

### January 19, 2016

#### General

Employees traveling on University business must have written prior approval from the department head or his/her designee to qualify for reimbursement of overnight travel costs or meal cost when not overnight. NC General Statute 138-6(c) requires that all travel reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested.

#### Pre-Travel

- Employees traveling on University business must use the online Travel Authorization System in MyPack Portal.  
Path: *MyPack Portal > Main Menu > Financial Systems > Travel > Travel Center*
- Employees traveling for non-University purposes should document time away from work in the Leave System.  
Path: *MyPack Portal > Main Menu > Employee Self Service > Personal Information > Leave System*
- Employees combining business and personal travel in one trip must use both systems to document their time away from work.

#### CREATE AUTHORIZATION

- 1) **Basic Travel Details:** All information in this section is required, including: "Begin Time" and "End Time" (required to calculate meal allowance).
- 2) **My Estimated Expenses:** Enter all the expenses you expect to incur, including expenses the University will pay directly. Items that require special authorization prior to travel include:
  - *Use of personal vehicle*
  - *Vehicle rental*
  - *Excess lodging rates*
  - *Excess meals for out-of-country travel*
  - *Non-lunch meals when not overnight travel*
  - *Business Class fare for international overseas flights*
  - *Attendants for handicapped employee*
  - *Overnight travel (including lodging and meals)*
- 3) **Document Upload:** Upload the Conference/Meeting Agenda, if applicable.
- 4) **Funding Source:** The Project ID will populate with your default project selected in your travel profile. You may use that as the fund source, or select a different project from the drop-down list offered if you click on the adjacent radio button.
- 5) **Approval Routing:** Please verify your assigned Supervisor before clicking on the Submit for Approval button. If the Supervisor needs to be reassigned, go to the Supervisor ID field at the top of the authorization page.

## 6) Submit for Approval

After your authorization has been fully approved, you will receive a confirmation email. You may then begin pre-paying for travel expenses.

- Expenses that can be pre-paid (i.e. airfare, conference registration) should be paid on a University P Card whenever possible; if you do not have a card, contact the P Card holder in your department for instructions. Send original receipts (or forward email confirmations) to the P Card holder as you incur charges – the monthly P Card statement reconciliation may be due before you return from your trip.

### Post-Travel

1. As required by General Statute, employee shall file requests for travel reimbursements within 30 days of the end of a trip.
2. Upon your return, gather all receipts, including documentation for pre-paid P Card charges. Tape small receipts to an 8.5- x 11-inch sheet of paper – one receipt per page (one side only).
3. Go to the online Travel Center in MyPack Portal and click “Create Reimbursement” next to the trip you have completed.

### CREATE REIMBURSEMENT

**1) Travel Details:** Correct your “Begin Time” and “End Time”, if necessary.

**2) Travel Expenses:**

Pre-paid P Card expenses. This information may be pre-populated. If the information has not pre-populated, ask your P Card reconciler, or look up the CPS numbers for each P Card charge.

Mileage: Click on the calculator icon to enter mileage

- Round-Trip Mileage to RDU airport is reimbursed from your duty station or home, whichever is a shorter distance, not to exceed 30 miles round-trip.
- Mileage for personal vehicle is paid as follows:
  - Only University business related mileage is reimbursable.
  - Higher rate for total mileage under 100 miles.
  - Lower rate for total mileage 100 miles or over unless you have a statement from NCSU Fleet Services stating that no rental vehicle was available at the time of your travel. This must be requested BEFORE your travel-begin date.
- ***Use of a personal vehicle should not increase the cost of travel compared to the cost of using a state-owned vehicle.***

Other Ground Transportation: Click on the calculator icon to enter expenses. This includes any other ground transportation expenses (taxi, train, shuttle, etc.) that you paid and have a receipt for. Without a receipt, the maximum reimbursement is \$5.00.

Airfare: Cost of airfare only if not pre-paid. Travel insurance, upgraded seating, etc. are not reimbursable. Receipt required.

Baggage Handling Fee: Enter airline fees for baggage handling. Receipt required.

Conference/Registration Fees or Workshop/Training Fees: Enter amount of registration or training if not pre-paid. If attending a conference or workshop, a printed agenda must be included with reimbursement request.

Lodging: Enter total amount of room and associated taxes only. Room service and other personal amenities are not reimbursable. Parking charges should be entered in "Other Expenses."

Meals: Click on the calculator icon. The system automatically calculates meals per-diem for which you may be entitled based on begin/end date/time you entered in Travel Details.

- You may only claim per-diem reimbursement for meals you purchased; click the box for meals that were provided to you to exclude them from reimbursement.
- Excess meals reimbursement is only paid for pre-determined charges (i.e. you attend a banquet that charged in excess of the per diem rate and the charge was not included in the registration fee). This is a very rare occurrence. Entertainment meals (meals you purchase for other people) are not reimbursable under the travel system.
- Check the box to certify that "all meals included in the hotel rate, conference registration or paid by external entity have been excluded" from the reimbursement request.

Other Expenses: Click on the calculator icon. Enter all expenses not included in the above categories.

Allowable expenses include parking fees (airport, hotel, paid lots, etc.), tips and gratuities for services such as baggage handling (\$2 per bag max), travel agency fees (pre-approved only), flight insurance (pre-approved only), and miscellaneous hotel fees such as telephone calls and internet access. Receipts are required for any expense over \$2.00. Housekeeping tips are NOT allowed.

### **3) Upload any required receipts.**

**4) Submit:** When you are satisfied that all of your travel expenses are correct, click the Submit button at the bottom of the screen.