Travel Procedures Manual
Revised August 1, 2015

For additional information and forms visit the Travel Office website at:
http://www.ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm

For questions, please contact the Travel Office via email at:
TRAVELOFFICE@ECU.EDU or call 252-737-1076
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INTRODUCTION

Travel policies and procedures at East Carolina University (ECU, or University) require compliance with State policy, State law, and Federal law. The East Carolina University Policy Manual is the official repository of all approved policies, regulations, and rules (PRRs) at ECU. For your convenience, links to the PRRs for travel along with brief descriptions of their contents are listed at the beginning of Part I. All travelers should familiarize themselves with these PRRs prior to traveling.

The ECU Travel Procedures Manual is a current reference and procedures manual with guidance for the detailed requirements of the University, State and Federal laws and various regulatory agencies and should be followed for all travel related activities. The manual is divided into two sections. Part I provides many of the travel regulations, requirements and limitations. Part II is designed to give you step by step guidance in completing online travel as well as manual forms. Registration for travel training is available on Cornerstone at http://www.ecu.edu/itcs/cornerstone/. Log in using your OneStop pirate ID and passphrase. Once logged in, click in the search box in the upper right corner, type in “travel training” and click the search button. A search display will appear. Click on “Travel Training” at the bottom of the screen. Review the dates and times training is offered and click on “Request”.

University employees are encouraged to use the most economical means of travel and to use a departmental ProCard for their travel needs. Applications for a ProCard can be found on the ProCard Website maintained by Materials Management. Current ProCard holders may complete and submit the ProCard Upgrade for Airlines, Buses, and Trains and the ProCard Upgrade for Lodging approval forms to the ProCard Office to upgrade their card. If the traveler chooses to make his/her own travel arrangements using personal funds, the traveler will be reimbursed AFTER the travel.

Also please refer to Frequently Asked Questions found on the Travel Office website.
PART I:

TRAVEL REGULATIONS, REQUIREMENTS AND LIMITATIONS

Travel PRRs

**Travel PRR** – This regulation covers topics such as: employee and departmental responsibilities, special rules for grant funds, consequences of non-compliance with travel policies, and State law penalties for filing false travel claims.

**Third Party Lodging PRR** – This regulation describes the requirements and approval process for obtaining lodging and receiving reimbursement for a stay in an establishment that is rented out by a third party. Examples of third party lodging include: a timeshare, campground, conference center, vacation rental apartment or home, private residence rented by an individual, etc. A [Third Party Lodging Pre-Approval Form](#) must be prepared and approved prior to entering into a third party lodging arrangement.

**Reimbursable Travel for Non-State Employees** – This regulation establishes the criteria under which the University may reimburse or bear all or some of the travel expenses of persons who are not University employees. These include, but are not limited to, members of the Board of Trustees, prospective professional employees, students with non-employment related travel, attendants of handicapped University employees, spouses/partners, dependents, research collaborators, guests and volunteers traveling on official University business. This regulation also describes Internal Revenue Service requirements.

**Exceptions to Travel Procedures Manual**

In some circumstances, a department may need an exception to one or more sections of the Travel Procedures Manual because of the unique circumstances of the departmental travel. The exception must not violate State or Federal law. Exceptions must be requested in writing, describe the unique circumstances of the department’s travel and be approved by the department head, the appropriate Vice Chancellor and the Vice Chancellor for Administration and Finance. A copy should be provided to the Travel Office.
Exceptions for Grant Funds

Travel under grant funds will normally follow University policies. All travel on grant funds must also comply with sponsor regulations and policies. Occasionally a grant fund may have more restrictive travel guidelines. In the event of a conflict between sponsor and University policy, the most restrictive policy/practice will apply. Any exceptions must be approved by the Office of Grants & Contracts.

Exceptions for Late Travel

As discussed in the Travel PRR, reimbursement requests received in the Travel Office more than 30 days after the last day of travel will be considered late unless the travel is for an approved exception listed in the ECU Travel Procedures Manual. The following exceptions do not require Vice Chancellor approval but the normal approvals and written justification from the supervisor, department head, etc. still apply.

- Traveler was in the hospital and/or was on sick leave during a portion of the 30 days period immediately following the travel period;
- Traveler had a death in the family during or within 30 days immediately following the travel period;

Other requests for reimbursement received more than 30 days after the last day of travel will be considered only when extenuating circumstances exist that are beyond the control of the traveler which prevent the traveler from complying with the 30 day requirement. (I’m too busy, receipts were misplaced, other work–load priorities, and etc. are not extenuating circumstances.) The request and a memorandum of explanation must be approved by the respective Vice Chancellor. These travel requests will not be paid from state funds.

Requests received by the Travel Office more than 120 days after the last day of travel will not be paid.

Terminology

Attachments – documents pertaining to the travel reimbursement. Such as, but not limited to: registration documents, transportation documentation, taxi/shuttle receipts, baggage receipts, hotel receipts, agenda, etc.

Authorizer – one (or more) that has the authority to approve the traveler’s absence from the University and participation in official University business.
Blanket Travel – mileage, gas, tolls and/or parking within one day of travel. May only be used by employees and graduate students. May cross state lines.

Budget Authority – one (or more) that has the authority to access funding and reimburse expenses to the traveler.

Duty Station – defined as the location where the employee is assigned. Usually an employee’s duty station is his or her University office or clinic.

Employee In-State Travel – designated for travel within the State of North Carolina including travel immediately prior to leaving the State.

Employee Out-of-State Travel – assign this distinction when the traveler is leaving the State of North Carolina but remaining within the United States.

Employee Foreign Travel – to be used when the traveler is leaving the United States. Although United States Territories, the following destinations are considered foreign travel for the purposes of assigning the correct signatures and form:
- Puerto Rico
- Northern Mariana Islands

History – allows you to look at the travel reimbursement form at each step.

Lock/Unlock – when a travel form is open and not finalized, it is considered unlocked. Conversely, when a travel form is closed it is considered locked. A preparer can lock a travel form at any time, however only the Travel Office can unlock the form. Use the Lock function for NFR travel requests.

No Funds Requested (NFR) – The term, “NFR”, refers to a travel request for which no reimbursement of expenses will be claimed.

Non-Employee – any traveler that ECU is paying the travel for that is not on ECU’s payroll. Some examples of non-employees include students, residents, prospective professional employees and speakers.

Non-Employee In-State Travel – refers to travel in North Carolina by students, residents, retired, etc., for the purpose of assigning the correct signatures and form.
Non-Employee Out-of State Travel – assign this distinction when the traveler is not employed by East Carolina University and they are leaving the State of North Carolina but remaining within the United States.

Non-Employee Foreign Travel – to be used when the traveler is leaving the United States. Although United States Territories, the following destinations are considered foreign travel for the purposes of assigning the correct signatures and form:
- Puerto Rico
- Northern Mariana Islands

Options – allows you to send an email to the next person to sign to prompt them that a travel form is awaiting their signature or another action from them.

Original Receipt – An original receipt is a document issued by a vendor, detailing the cost for each good or service provided. The receipt must indicate the name of the vendor, the date of the transaction, and the method of payment (cash, check or the last four digits of a credit card).

Preparer – one who initiates the travel request that is trained to fully uphold the rules and regulations of the State of North Carolina and the University regarding travel related reimbursements.

Print – when clicking on PRINT you are able to print the following ways:
- Travel Request – will print the entire travel reimbursement form (not attachments)
- Travel Authorization – will only print the “pre-travel” portion of the reimbursement form
- Paper – you are able to physically print the travel reimbursement form (not attachments)
- PDF – allows you to save the travel reimbursement form (not attachments) in a PDF format. Once saved to your computer, you will be able to attach it to emails or save for future use. The PDF file will not be editable.

Refresh – when working on a form you may have someone sign without your knowledge. You are able to update the form by clicking REFRESH.

Signatures – must be assigned to authorities that have the privilege to sign and grant reimbursement.
Study Abroad – travel reimbursements used only by Continuing Studies.

Traveler – one that represents the University in an official capacity and on official University business.

Duty Station

“Duty Station” is defined as the location where the employee is assigned. Usually an employee’s duty station is his or her University office or clinic. Exceptions to this policy must be approved by the employee’s department head.

The department should keep written documentation of exceptions showing the duty station location, the reason for the exception, and the approval. Once a duty station has been determined, it should be consistently used for all travel. If a duty station changes, written approval and documentation as stated above is required.

Mileage will be reimbursed for the closer of home or duty station. (Also see, Transportation – [Personal Vehicles].)

Travel Authorization

All University travel, including excess subsistence (lodging and meals), is subject to availability of budgeted funds and must be approved before travel may begin. All persons reporting directly to the vice chancellor must submit excess reimbursement requests to the vice chancellor or designee for approval. All travel must be approved by the supervisor, department head, or designee, or above. The appropriate vice chancellor or designee must approve in advance all travel advances, third party lodging, out-of-country travel, the use of charter aircraft, and the use of aircraft owned by a state employee.

No one may approve his or her own travel.

Travelers should use the online travel system located on One Stop when possible. If a manual process must be used, travelers must use the Manual Travel Authorization/Reimbursement for Travel Form found on the Travel Office website. No other form may be substituted for this form.

Travel Reimbursement

Documentation

Specific documentation requirements are listed below.
• Original itemized receipts must be submitted to substantiate all costs except those specifically exempted by the State Budget Manual and hereby referenced in this document.

• The documentation provided with the reimbursement request must clearly substantiate the appropriateness and accuracy of the item, the method of payment (cash, check or the last four digits of a credit card), the amount, and that the traveler paid for the item. Evidence includes original itemized receipts, hotel bill (if applicable) with a $0 balance, conference agendas (if applicable), and other documentation appropriate to the situation. If the method of payment is not indicated on the receipt, provide front and back copies of the cancelled check, a bank statement or a credit card statement. Sensitive information (including bank account number, routing number, credit card number – except the last four digits, etc.) must be redacted.

• The documentation must also accurately indicate the times of travel and items submitted for reimbursement must conform to that period.

• Refer to the Submit Package to Travel Office section of this manual on page 46.

Registration
The ECU Pro-Card is the preferred method for paying registration fees. If Pro-Card cannot be used, registration may be paid via Direct Payment Form, or the traveler may pay and request reimbursement on the Travel Request. If registration reimbursement is being requested, please submit documentation of payment such as copy of canceled check, credit card receipt, receipt from conference, etc. with the Travel Request. (Redact sensitive information as noted above.) If registration reimbursement is not being requested, please note in the comment section in section three on the Travel Request how registration was paid.

Fees and Service Charges by Travel Agents
With sufficient justification and documentation and with approval of the department head or his or her designee, state employees can be reimbursed for usual, customary, and reasonable fees and services charges imposed by travel agents for assistance in making travel arrangements.

Extended Stay Travel/Combining Personal and Business Travel
There are special requirements when personal and business travel are combined. The traveler should prepare and sign a memo (located on the Travel Office Website) that there are no additional costs to the University for the personal portion of the trip.
The traveler must provide documentation of this (ex. an analysis of expenses breaking out business costs and personal costs) as support to this memo. The supervisor and department head should sign a statement on the memo that they have reviewed the written documentation and no additional costs have been incurred by the University because of the extension of the trip for personal reasons. The memo (not the analyses) should be sent to the Travel Office with your travel reimbursement request. If the ProCard was used, the memo should be sent to the ProCard Office along with your monthly ProCard statement. The documentation (ex. an analysis of expenses breaking out business costs and personal costs) should be kept on file in the department in accordance with the University’s records retention policy (see p. 69) and is subject to review by the Office of Internal Audit and Management Advisory Services, external auditors, Financial Services, and the ProCard office. If extending the trip for personal reasons costs more, the ProCard cannot be used. The traveler must pay out of pocket and request reimbursement for only the amount the business portion of the trip would have cost had the trip not been extended. Original receipts must still be submitted.

Transportation

Each traveler is expected to travel by the most cost effective and feasible means of travel.

State Vehicle

General

When traveling by car is determined to be feasible, a state car, when appropriate and available, should be used instead of a private car.

State-owned cars shall be driven only by state employees and used only for official state business. A state employee is any individual working for the State of North Carolina who receives a state check for wages or salary with taxes withheld. Persons not employed by the State may accompany state employees who are driving state-owned vehicles when they have a compelling interest in the purpose of the trip and their presence is related to state business. ECU students 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. An event or activity will be considered officially sanctioned if so designated by the appropriate dean and/or vice chancellor. Immediate family members of University employees may accompany them in state-
owned vehicles and vehicles chartered for official University travel if space is available, and if the entire journey is strictly for official University business.

The driver is responsible for any towing fees resulting from improper parking and for all motor vehicle violations and/or fines while the vehicle is under his or her control.

Prohibited Activities

Per G.S. 14-247, it shall be unlawful for any officer, agent, or employee of the State of North Carolina, or of any county or of any institution or agency of the State, to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the State, or to any county, or to any institution or agency of the State. It shall be unlawful for any person to violate a rule or regulation adopted by the Department of Administration and approved by the Governor concerning the control of all state-owned passenger motor vehicles as provided in G.S. 143-341(8)i with the intent to defraud the State of North Carolina. (1925, c. 239, s.1: 1981, c. 859, ss.52; 1983, c. 717, s. 75.)

Students not employed by the University and any other individuals who are not state employees cannot drive state cars for any purpose. Contracted persons may not drive a state car.

At the employee's destination, state cars 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 reimbursable for a trip on which an employee uses a state car, unless it is shown that such transportation was more economical in a particular situation.

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

State vehicles shall not be used by employees who are on vacation status.

Fuel for state vehicles should be purchased using the credit card furnished with the vehicle. In the event, the card is not functional; fuel may be reimbursed if a detailed receipt is submitted.

**Personal Vehicles**

Actual mileage is reimbursable when using a personal vehicle on approved travel. The business standard mileage rate set by the Internal Revenue Service is $0.575 per mile effective for travel beginning on or after January 1, 2015 and reimbursement may not exceed this rate. This rate may be paid from state, auxiliary and grant funds when the round trip does not exceed 100 miles or when a state-owned vehicle is not available
and the unavailability is documented by the department and Central Motor Pool (CMP). **Note:** CMP will not provide a state vehicle if it will be parked at a mass-transit location more than four days and three nights. If this is clearly documented (ex. dates and airport location) on the travel request form, a notice of unavailability from CMP is not required by the Travel Office. Travelers with a duty station outside of Greenville are approved to receive the standard business rate and are not required to provide motor pool documentation. Mileage is measured from the closer of duty station or point of departure to destination (and return). If an employee chooses to use a personal vehicle when a state-owned vehicle is available, the employee will be reimbursed no more than the motor fleet rate for mileage ($0.30 per mile effective May 1, 2010) from state, auxiliary and grant funds.

No reimbursement shall be made for the use of a personal vehicle in commuting from an employee’s home to his duty station unless additional miles are driven to make University business stops while in route to his duty station. Reimbursement will be made only for the extra miles driven.

**Commercial Airlines**

The ECU ProCard is the preferred method for payment when purchasing airline tickets, if possible. If the ProCard cannot be used, in general, airfare is reimbursable when the departure and return dates are within one (1) calendar day of the purpose of travel. Airfare for your travel outside the continental US is reimbursable when the departure and return dates are within a justifiable time period around the purpose of the travel.

**Travel Class**

Travel by air coach must be used for all domestic flights. Regardless of fund source, additional fees within coach class are allowable only when advised by Disability Support Services that such an accommodation is necessary. Please contact Disability Support Services directly by email, dssdept@ecu.edu, or telephone 252/737-1016 for more information. Other fees will be considered for personal preference or convenience and remain the employee’s responsibility. Employees traveling internationally on overseas flights may be reimbursed actual business class fare with prior approval.

**Baggage Fees**

Reimbursement for one checked bag will be considered reasonable. Instances where the traveler requests reimbursement for more than one checked bag will require written justification based on the business purpose.
Super Saver Rates

When traveling by common carrier to conduct official state 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 the amount saved in transportation costs due to the early and/or delayed travel is greater than the value of lost productivity and additional subsistence. The amount of savings must be documented with a statement specifying the amount of funds saved and approved in advance by the department head. The documentation will remain in the department in accordance with the University’s records retention policy (see p. 69) and will be available upon request.

Frequent Flyer Miles, Points, Rebates, Coupons or Certificates for Reduced Air Fare

The use of the ProCard is strongly encouraged. Any personal benefit (including but not limited to frequent flyer miles, points, rebates, etc.) earned by a state employee while traveling on state business at state expense are the property of the State and not the traveler. Frequent flyer miles and points accumulated by an individual state employee during previous state business trips should, to the extent possible, be used while traveling on future state business trips. Rebates must be remitted immediately to the department’s designated collection point for deposit. Coupons or certificates for reduced air fare, if acquired by a state employee while traveling on state business at state expense, are the property of the State and should be used, to the extent possible, by the state employee on future state business trips.

Insurance

Flight and/or traveler’s insurance (including life insurance) is not reimbursable. With prior approval medical insurance may be reimbursable for foreign travel but cannot be paid from state funds.

Other Fees

Only fees that are necessary and have a business purpose will be paid. Fees for personal preference or convenience are the employee’s responsibility.

Charter Aircraft

The use of charter aircraft may be approved provided the following is substantiated in writing:

1. A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
2. The use of a charter flight is more economical than a commercial flight.
3. The use of a charter flight is necessary because of unusual circumstances and is not solely for the convenience of the traveler(s).
4. The use of a charter flight requires approval in advance by vice chancellor or designee.

**Use of Aircraft Owned by a State Employee**

The use of an aircraft, owned by a state employee, on official state business may be approved provided the following is substantiated in writing:

1. The use of the 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.
2. The use of the aircraft, owned by a state employee, at the rate published in the [State of North Carolina Budget Manual](#) (currently $0.68) is cheaper than any other method of travel.
3. The use of an aircraft owned by a state employee requires approval in advance by vice chancellor or designee.

**Taxis, Shuttles and Limousines**

The actual costs of taxi, shuttle and limousine fares are reimbursable when required for travel on state business. Taxi fares are not reimbursable for inter-city transportation, except when no less expensive mode of transportation is available within a reasonable period.

**Rail or Bus**

The ECU ProCard is the preferred method for payment when purchasing rail or bus tickets. The actual cost of coach fare for rail and bus service on State or University business is reimbursable when the departure and return dates are within one (1) calendar day of the purpose of travel. Additional fees within coach class are allowable only when advised by Disability Support Services that such an accommodation is necessary. Please contact Disability Support Services directly by email, dssdept@ecu.edu, or telephone 252/737-1016 for more information. Other fees will be considered for personal preference or convenience and remain the employee’s responsibility.

**Rental Vehicles**

Rental vehicles may be used with the prior approval of the department head or his/her designee. Rental vehicles are not to be used at University expense solely for the convenience or personal preference of the employee. Rental vehicle charges at
the least expensive available rate are reimbursable when required for inter-city travel when no other available mode of transportation is practical. No reimbursement may be made for in-state use of a rental vehicle when a state car is available. Only business use costs can be charged to the University.

The North Carolina Department of Administration has entered into a contract with Enterprise Rent-A-Car which authorizes ECU employees to utilize Enterprise for business use. This process is described fully in the Guide to Materials Management and Purchasing on Material Management’s website and begins with a request for a motor pool vehicle through the ECU Central Motor Pool. If a motor pool vehicle is unavailable and it is less expensive to receive an Enterprise vehicle versus receiving mileage reimbursement, the motor pool will reserve an Enterprise vehicle for you.

There are occasions, such as when an employee is traveling on University business out-of-state, when a department/employee may need to enter into a rental agreement. When renting a vehicle, employees should use a vendor on state contract and request the state contract rate when available, if that is the least expensive rate. Rental car contracts change from year to year and it is best to check the website for rental car vendors on state contract at http://www.pandc.nc.gov/975a.pdf or call Materials Management at 252-328-6434 for the current contract. If the state contract vendors are not available, other reasonably priced rental agencies may be used. Only business use costs can be charged to the University. Examples of nonbusiness use costs include: loss damage waiver (LDW), personal accident coverage (PAC), personal accident insurance (PAI), supplemental liability insurance (SLI), roadside safety net (RSN), roadside assistance program (RAP), collision damage waiver (CDW) – see exception on next page, and child safety seats. These costs will not be paid or reimbursed.

The State of North Carolina Motor Vehicle Insurance policy insures private passenger rental vehicles up to a value of $30,000 and rental trucks up to a value of $50,000 without specifically having to report and add such vehicles to the State of North Carolina Motor Vehicle Insurance policy. However, for any private passenger rental vehicle or rental truck over these values, for any vehicle over 10,000 GVW (gross vehicle weight)/or for any rental of 30 days or more, the traveler should contact ECU Risk Management and Insurance at 252-328-2010 to add coverage for the rental vehicle before renting the vehicle. A Certificate of Insurance Request for Rental Vehicle will need to be completed before coverage can be provided. Once the insurance is added, you will be notified, and a premium will be charged to the FOAP you specify. For more information, please contact Risk Management and Insurance.
The State of North Carolina’s motor vehicle insurance policy covers leased vehicles for physical damage in the United States, Canada, Puerto Rico, and territories or possessions of the United States of America.

Collision Damage Waiver

Since the State of North Carolina Motor Vehicle Insurance Policy provides rental physical damage coverage as noted above, this insurance coverage is not required for state employees and the University will not reimburse a traveler choosing to pay for this type coverage unless the employee is traveling outside of the State’s motor insurance policy coverage territory (United States, Canada, Puerto Rico, and territories or possessions of the United States of America).

The University will not be responsible for insurance charges under any other circumstances and reimbursement is not allowed for such charges.

Personal Accident Insurance

Acceptance of this insurance by the traveler will result in an additional fee or surcharge and is considered personal insurance. Travelers choosing to pay for this coverage will not be reimbursed.

Conditions

Renters must adhere to the following conditions:

- Use of the ECU Visa ProCard is NOT approved for payment of car rentals.
- The University will not be responsible for additional insurance charges, and reimbursement is NOT allowed for such charges.
- No reimbursement may be made for in-state use of a rental car when a state car is available. Documentation must be supplied to show a state car is unavailable when state, auxiliary and grant funds are used.
- Travelers visiting ECU are responsible for making their own rental car arrangements due to risk management/liability issues. Rental cars cannot be prepaid by the University.
- All Non-Employee rental car expenses MUST be approved prior to the first day of travel.
- Business use costs will be reimbursed with proper approval. Nonbusiness use costs will not be reimbursed.

Additional Information Provided by the Office of Risk Management:

General Information
All rental car companies require reservations be held by a credit card. The employee
must use their personal credit card to secure the reservation. Rental payments may be
submitted to Accounts Payable for reimbursement with the itemized receipt. The
employee must sign receipt copy of the rental agreement, as the credit card statement
by itself will not suffice if paid by credit card.

The motor vehicle rental contracts were established for BUSINESS USE ONLY.
Personal use, or a combination of business and personal rental, has the potential to
cause serious insurance, liability and billing problems. Authorization to drive and who
may drive vehicles rented for official University business follows the same guidelines
established for University-owned and state-owned vehicles. These procedures are as
follows:

Vehicles rented by the University for official University business are to be driven by
University employees only. Driving a rental vehicle on behalf of a University
department must be within the scope of work the employee was hired to do for that
department. University employees are defined as individuals working for the
University for wages and salary. Employees must receive a University payroll check.

Students employed by the University and receive a salary or payroll check, may drive
vehicles rented by the University while performing duties within the scope of the job
for which they are being paid. Students not employed by the University, such as those
on scholarship or fellowship or members of University-affiliated groups, are NOT
permitted to drive vehicles rented by the University.

Visiting Lecturers, Scholars, Scientists and Professors with or without appointments,
as well as, Adjunct and Emeritus Professors may drive vehicles rented by the
University if they are currently employed by the University and receive a University
payroll check.

Volunteers, persons working for the University, but not receiving a payroll check, may
not drive vehicles rented by the University.

Traveling employees should seek the most economical rental vehicle available at their
destinations—considering type and size of vehicle needed, length of rental, etc. – from
among the companies on contract.

Insurance Information

To help University employees reduce their personal exposure when renting a vehicle
for official University Business, the following procedures are strongly recommended:

Insurance Information
• Always get approval from your department head prior to renting a vehicle for official University business.

• Always use the State’s contract number and ask for the rate applicable to the State’s contract whenever making a reservation and/or renting a vehicle for official University business. Departments using travel agencies to make their travel arrangement should make sure the travel agency has and uses this information when making reservations for official University business. Requesting a rate lower than the contract rate may void the State’s contract and/or important insurance features that are in place to protect you.

• Always identify yourself as an employee of East Carolina University and tell the rental company representative you will be using the rental vehicle for official state business.

Parking Fees, Tolls and Storage Fees
Parking fees, tolls and storage fees are reimbursable when incurred while traveling on official state business. Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. For example, excessive or inappropriate parking would be the use of the airport’s hourly parking lot for an overnight trip.

Subsistence (Lodging and Meals)

General
To be eligible for allowances while in travel status, the employee must be acting in an official capacity as required by his/her work activities and the travel destination must be at least 35 miles from the employee’s duty station or home, whichever is less. This thirty-five-mile limitation is defined as a thirty-five-mile radius from the city limits or boundaries of a town, village, or home, whichever is less.

Subsistence rates are established by the State. Separate rates are established for in-state travel and out-of-state travel. 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 official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period.
The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official state business:

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out of State/Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$8.30</td>
<td>$8.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.90</td>
<td>$10.90</td>
</tr>
<tr>
<td>Dinner</td>
<td>$18.70</td>
<td>$21.30</td>
</tr>
<tr>
<td>Lodging (actual, up to)</td>
<td>$67.30</td>
<td>$79.50</td>
</tr>
</tbody>
</table>

**Lodging**

The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense.

When the lodging is less than the established expenses rate, the maximum amount reimbursable will be the actual paid amount charged.

When an employee stays or has meals in a state-operated facility, and the subsistence (meals and/or lodging) charge is less than the established rate, the maximum amount reimbursable will be the amount charged.

Lodging expenses are not reimbursable unless the travel destination is at least 35 miles from the employee’s duty station or home, whichever is less.

With prior approval, excess lodging is allowed when the 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 is not allowed for reason of convenience or personal preference for the employee.

**Meals**

Expenses for meals are reimbursed based on a per diem amount and excess costs may not be paid from state, auxiliary or grant funds unless there are predetermined charges or the meals were for out-of-country travel. Meal rates, domestic and foreign, include taxes and tips. Other funding sources may allow the traveler to exceed per diem rates but itemized receipts are required and tips are allowed up to 20% of the total cost (food, drinks and tax). Excess reimbursement for meals must be approved by the Department Head at the time the travel is authorized.

No meals can be pre-paid by the University unless they are included in a registration fee and a meeting is involved.
Lunch is not allowed on a one-day trip, except when it is pre-planned as part of the meeting and included in the registration fee. Such fee must not consist exclusively of meals or it will not be allowable.

An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast or if a continental breakfast is included in the registration/meeting fee. An employee may also be reimbursed if requested for dinner if a reception or social is included in the registration/meeting fee. However, if brunch is included in the registration/meeting fee, reimbursement for lunch will not be allowed.

No payment for meals is allowable at an internal conference unless overnight travel criteria are met.

Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return. The following applies:

- Breakfast: depart duty station or home, if closer to the destination, **prior** to 6:00 a.m. **and** extend the workday by 2 hours.
- Lunch: depart duty station **prior** to Noon (day of departure) or return to duty station **after** 2:00 p.m. (day of return).
- Dinner: depart duty station or home, if closer to the destination, **prior** to 5:00 p.m. (day of departure) or return to duty station **after** 8:00 p.m. (day of return) **and** extend the workday by 3 hours.
- 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.

Employees may be reimbursed for the breakfast and evening meals when travel does not involve an overnight stay when the following applies:

- Breakfast: depart duty station or home, if closer to the destination, **prior** to 6:00 a.m. **and** extend the workday by 2 hours.
- Dinner: return to duty station **after** 8:00 p.m. **and** extend the workday by 3 hours.
- 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.
Meals that are a part of a registration and/or tuition fee must be excluded from the subsistence expense on the travel reimbursement, even if the traveler did not participate.

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.

Business meals for University employees that are clearly related to an external client or candidate may be paid only from non-state funds. Meals only with other University employees must be paid from personal funds.

No alcoholic beverages or related tips or tax are reimbursable from state, auxiliary and grant funds.

Unless the sponsor guidelines are more restrictive, state rules and guidelines shall take precedence over sponsor guidelines on the use of sponsor grant funds, unless specifically exempted by the Office of State Budget and Management (OSBM) in advance. When approved by OSBM, in the case of out-of-country travel, the federal per diem rate shall be the maximum amount allowed. For all grant travel, the most restrictive policy (state or sponsor) will be applied.

**Tips and Gratuities (Non-meals)**

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

The following information is provided when calculating a tip:

- **Airports:** Baggage Handling/Skycaps = no more than $2 per bag; Shuttle Drivers = no more than $2 per bag.
- **Parking/Auto Related:** Valets = $2 per car when collecting the car; Taxi Drivers = 15% of the fare and $1 to $2 per bag.

**Telephone Calls and Internet Access**

**Business Calls**

Official business calls are reimbursable with documentation. Employees are not allowed to charge long distance, personal phone calls to the University except as stated below.
Allowable Personal Calls
Employees may use the state network system or state credit card, or may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the department. 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 reasons. **Documentation is required for reimbursement.**

Other personal long distance telephone calls are not allowed unless the traveler is out of the continental United States. An employee who is in travel status out of the continental United States for two or more consecutive nights in a week is allowed one personal long distance telephone call for each two nights. Reimbursement is limited to $5.00 for each call. **Documentation is required for reimbursement.**

Use of Telephone with Computer Hook-ups
An employee who is in travel status who needs to transmit data electronically (including email) or use the Internet for business purposes should use the most cost-efficient manner available. **Documentation of internet charges is required for reimbursement.**

Passports
Reimbursement for costs 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 business. Passport expenses are chargeable to the same fund that supports the employee’s trip.

External Conferences
Definition
External conferences are those that involve the attendance of persons other than the employees of a single state department, institution or agency. Payment for meals is allowable if included in the registration fee, but such fee must not consist exclusively of meals or it will not be allowable unless meeting overnight travel criteria. The registration fee is typically made for defraying the cost of speakers, building (room) use, handout materials, breaks and lunches at conferences and conventions.

Requirements/Limitations
Conferences sponsored or cosponsored by the University are authorized when they meet the following requirements/limitations.
1. The conference is planned in detail in advance, with a formal agenda or curriculum.
2. There is a written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.
3. Whenever feasible, assemblies should be held in State facilities. Non-state facilities may be rented.
4. Registration fees may be charged by the sponsors to participants. Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers and/or promotional (gift) items if state funds are to be used.
5. Sponsors may provide refreshments for “coffee breaks” subject to the limitations of the State Budget Manual.
6. 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 department head or his or her designee. The authorization must provide:
   a. The purpose and duration of the conference.
   b. The number of persons expected to attend.
   c. The specific meals to be served at the conference (law prohibits lunches being provided to state employees unless registration fees are charged to all attendees).
   d. The approximate daily subsistence cost per person for the duration of the conference.
   e. The name of the conference center, hotel, caterer, or other organization providing the service.
7. Payment for meals is allowable if included in the registration fee, but such fee must not consist exclusively of meals or it will not be allowable unless meeting overnight travel criteria.

It is the responsibility of the departments to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to employees who are conference participants.

**Internal Conferences**

**Definition**

Internal conferences are those that involve the attendance of employees within that particular department, institution or agency only.
**Requirements/Limitations**

Internal conferences are authorized when they meet the following requirements/limitations:

1. The conference is planned in detail in advance, with a formal agenda or curriculum.
2. There is a written invitation to participants, setting forth the calendar of events and the detailed schedule of costs.
3. 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.
4. Sponsoring departments may provide refreshments for “coffee breaks” subject to the limitations of the State Budget Manual.
5. A department cannot use state funds to provide promotional or gift items to be distributed at the conference.
6. A department cannot use state funds to support or underwrite a rally, celebration, reception, employee appreciation activity, or similar function.
7. A department cannot use state funds to support or underwrite a meeting, assembly, conference, seminar, or similar function by whatever name called that promotes any cause or purpose other than the mission and objective of the department.
8. No payment for meals is allowable from any funding source unless overnight travel criteria are met.

**Exclusion**

An internal staff meeting or any other routine, regular meeting is not an internal conference. No payment for meals or coffee breaks is allowed from state funds. Employee appreciation and staff development functions are not internal conferences. These should occur infrequently and may be paid from sources exclusive of state, auxiliary and grant funds if approved by the appropriate Vice Chancellor or designee.

**Training Session**

**Definition**

Employee training involves courses that further 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 educational degree.

Requirements/Limitations

1. Departments sponsoring training sessions may provide refreshments for “coffee breaks” subject to the limitations of the State Budget Manual.
2. 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 personal property of the employee.

Management Retreats

Definition

A management retreat is a meeting or series of meetings consisting of a department or division head and his or 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.

Requirements/Limitations

Only the chancellor may authorize an annual management retreat. Expenditures are permissible in a manner as if it were an internal conference.
PART II:

HOW TO PROCESS TRAVEL

General

All travel falls into one of three categories, In-State, Out-of-State or Foreign Travel. Please use the on-line travel system if the traveler/preparer has access to One Stop. If the traveler/preparer does not have access to One Stop, then the manual form on the Travel Office website must be used. If the manual form is used to start the travel process, continue to process the travel packet using the manual process until the travel is reimbursed.

Special Note Regarding ProCard Use

University employees are encouraged to use the most economical means of travel and to use a departmental ProCard for their travel needs. Applications for a ProCard can be found on the ProCard Website maintained by Materials Management.

Special Notes Regarding Standard Travel

a. History can be viewed, or hidden, in an online standard travel. This history screen will show you a screen shot of what the travel reimbursement looked like each time it was signed. (See Appendix A: Viewing History information.)

b. Attachments are the travel backup and are only for use by the travel approvers. The travel office cannot use the attachments for printing/processing travel. (See Appendix B: Travel Attachment Instructions.)

c. Scanning instructions can be found on page 82.

Special Notes Regarding In-State Travel

In-state travel refers to travel inside the State of North Carolina even if destination is out-of-state.

Special Notes Regarding Out-of-State Travel

Out-of-state travel refers to travel outside the State of North Carolina.

Special Notes Regarding Extended Stay Travel (Combining Personal and Business Travel)
Please read Extended Stay document requirements on page 12.

Special Notes Regarding Foreign Travel
A travel reimbursement is considered foreign if the traveler is leaving the continental United States, Alaska and Hawaii. Even though Puerto Rico and the Northern Mariana Islands are US Territories, they are considered foreign travel for purposes of account codes and assigning the correct authority signatures.

All foreign travel, both prior travel and final travel, must be approved by the Vice Chancellor. No expenses (airline tickets, registration fees, etc.) may be incurred until the Vice Chancellor has approved the foreign travel.

Prior to foreign travel, the traveler should contact the Office of Research Compliance Administration at 328-9473 to receive export control briefing.

Sometimes travelers will need to stay an extra day because of the flight schedules. In general, airfare is reimbursable when the departure and return dates are within one (1) calendar day of the purpose of travel. Airfare for your travel outside the continental US is reimbursable when the departure and return dates are within a justifiable time period around the purpose of the travel.

Travel to a foreign country requires documentation of the currency conversion rate with each expense. The currency conversion rate should be listed as of the date of the receipt. Please see the following web page for help in conversions, www.xe.com, there is also a link to this page under Resources on the Travel Request System website.

At the bottom right side of the screen you will see XE Currency Tools, click on Historical Currency Rates.

Choose the currency being converted to US Dollars, enter the date of the receipt and click the arrow button. You will see a list of currency rates for that currency on that date. You will look for the US Dollar rate and use that to convert your receipt to dollars. Print that page and include in the travel packet.
If the traveler used a credit card, there may be an international transaction fee. If the traveler is charged a fee, you may include it in the reimbursement. The credit card statement showing the international transaction fee must be included with the travel reimbursement packet. Be sure to redact all but the last four digits of the credit card number.

Create A Travel Request – On-Line

1. Sign into OneStop.
2. Click on Tools at the top menu.
3. In the Employee block click on Travel Request System.

The first time you open the Travel Request System, your “pop-up blocker” will stop it from opening. You may click on “Always allow pop-ups from this site” to avoid the pop-up in the future.

4. Click on Create Request.

The Add Traveler box will open
5. Search by name by entering the last name then first name or enter the Pirate ID to the right.
6. You must click on the traveler’s name in the lower section to select.
7. The green check mark means you have entered a correct/valid name.

8. Click Submit.

The Create Travel Request window will open.
9. **Travel Type**: Choose the appropriate Travel Type from the drop down box. In this example Employee-In-State is shown. The other options are, Employee Out-of-State, Employee-Foreign, Non-Employee and Study-Abroad-Foreign.

10. **Destination**: Choose the appropriate Destination type from the drop down box. In this example In-State is shown, the other options are Out-of-State and Out-of-Country. When choosing In-State or Out-of-State destinations, you will choose the state and city from the drop down options, when the destination is foreign, you must type in the state and city.

11. **Departing**: Enter the date and the expected departure time. Based on the time entered in this box, the window will show meals that are allowed. This is a guide and will not affect the actual meals that you may enter.

12. **Returning**: Enter the date expected return time, again, the allowable meals will display.

13. **Per Diem**:

   VERY IMPORTANT:

   Reimbursement Requested in Excess of Per Diem per the State Budget Manual

   You must choose **Yes** if you are reimbursing an expense that exceeds the State allowed per diem rates for meals or hotel. You would choose **No** if the traveler will only receive Per Diem for hotel or meals. **If yes is not checked and the invoice is in excess, a memo showing approval by a Vice Chancellor or designee will be required.**

14. **Expense Estimate**: An estimated cost may be entered if your department requires the information. It is helpful for budget purposes.

15. **Contact While Traveling**: Contact information for a family member is mandatory for foreign travel. This is not required for domestic travel; however, it may be used for domestic travel if desired. Information entered here is only visible by the Travel Office.

16. **Explanation**: Here you should document the business purpose of the trip and the funding source if required by your department approvers. You may change the font color and size if desired.
17. Click **Save**.

The request form will open and you will see the Travel Request # in the top left corner. The next step in the pre-approval is **adding the pre-approval signatures**.

**Add Pre-Approval Signatures**

18. Click **View** at the top right of the screen.

19. Click **Signatures** in the drop down options.

A new screen will open up.

20. In the **AUTHORIZATION** section, click **Add Signature** under **Traveler**. The traveler’s name will automatically populate.

Click **Add Signature** under **Authorizers**. The **Add Authorizer Signature** box will open and you can enter the name or Pirate ID. You must have the appropriate signatures assigned for each travel. Discuss with your Budget Authority which names should be added to the travel request and the appropriate order. If grant funds will be
used, you must include the appropriate grants officer. **If the request is for foreign travel you must include the Vice Chancellor, or designee, as an authorizer.**

You may enter as many authorizers as you need to meet your department’s requirements. If you enter them out of order, you may change the order within the group by clicking and dragging to the correct order.

21. **Preparers:** The preparer signature box will populate with your name. If you want to add more preparers, click **Add Signature** under **Preparer** to add the name(s). Adding extra preparers will allow others to work on the travel request if needed. Please note that all preparers added to a travel request must sign off before the request will continue through the reimbursement signature process.

22. Once all names are entered, click **Save**. As soon as you click save an e-mail will be sent to the traveler for him/her to sign. To go back to the request, click **View** then **Request** at the top right of the screen. A time and date stamp will appear next to each name once the authorizer has signed and an e-mail will be sent to the next in queue. All **signatures must be obtained BEFORE the first day of travel.**

Once all the approvers have signed, the pre-approval request is complete unless your department requires detailed estimates on the pre-travel authorization. If so, you can go ahead and add the estimated expenses in Section Three as if you were doing the reimbursement.

---------------------------------------------------------------

**Travel Reimbursement – On-Line**

The reimbursement package must be received in the Travel Office within 30 days of the last day of travel. Check with your departments for any internal deadlines. Once the traveler has returned from their trip, they should submit to the preparer the original receipts and the agenda if provided within 5 calendar days. The preparer should:

1. Check the dates of each receipt to ensure they correspond to the travel reimbursement.

2. Check the receipt for a ProCard number. A reimbursement request should not be completed for expenses charged on a ProCard.

3. Attach receipts that are ½ sheet or smaller to an 8.5” x 11” piece of paper in date order. Use only white unlined paper (no color).
   a. Do not use scotch tape over any wording in thermal type receipts.
b. Do not use staples to attach the receipt to the paper.
c. Do not use a highlighter on thermal type receipts or on any of the pages.
d. Do not send loose receipts.

4. Hotel
   a. Check the dates of the receipt to ensure they correspond to the travel reimbursement.
   b. Add the room cost and all fees/taxes involved to calculate the total per day.
   c. Check to ensure the room cost is for single rate.
   d. Ensure the bill shows a -0- balance due.

5. Attach the agenda or conference schedule if applicable. Circle any meals that were provided or noted as “On Your Own”. If there is no agenda put “no agenda” in the explanation box.

6. Keep in mind that any foreign travel expenses should be converted to USD if needed.

**Enter Expenses in Section Three**

6. MILEAGE
   a. Click **ADD EXPENSE** on the right side of the header of Section Three: Expenses.

The **Add Expense** window will open; here you will add the details of the expense.
b. **Filter Expenses:** Choose the appropriate travel type from the drop down box.

c. **Expense Type:** Choose the expense, the choices will change based upon the filter chosen. In-State Mileage is in the example below.

**Mileage** can be entered one of two ways. You can enter an expense for each leg of the trip, such as mileage to the destination and then the return mileage. Or, you may pick a date (such as the first day of the travel), enter the total mileage.

The Add Expense screen will change for entering mileage; the screen for all other expenses will stay the same.
d. **Payment Type**: Select **Reimbursement**. If a state Car was used for the trip, choose No Fee.

e. The **Amount** will be calculated once the mileage and mileage rate are entered.

f. **Date**: Enter date of travel.

g. **Origin**: Choose city of departure. This will usually be Greenville unless the employee’s duty station is not ECU. (See page 10 for more information.)

h. **Destination**: Choose city of destination.

i. **Mileage**: Enter the mileage using the state approved mileage chart provided in Appendix E or an online mapping service such as Google Maps or MapQuest. Documentation from any online service will need to be included in the travel packet. Other options are odometer readings and trip meter readings. Notate the start and finish mileage or trip meter in comments or submit email with backup.
j. **Mileage Rate**: Use the appropriate mileage rate depending on the type of travel and state vehicle availability. See page 14 for personal vehicle use.

k. **Comment**: Enter a comment if needed, such as justification for the rate.

l. Click **Save**.

7. **REGISTRATION**

a. Click **ADD EXPENSE**.

b. Choose **Registration**, for the expense type.

c. **Payment Type**: If paid by the Traveler, choose **Reimbursement** and note mode of payment, credit card, personal check, etc. If paid by **ProCard**, note which ProCard was used and date it was paid. If paid by **Direct Payment**, note date it was submitted for payment.

d. Enter **Amount** and **Date** of registered event.

e. Click **Save**.

8. **MEALS**

Reference the agenda or conference brochure to insure reimbursement is not being requested for meals that were provided in the registration fee. Meals may be entered separately by day or multiple days at once using the “through” feature. However, do
not make one entry for 8 days of Breakfast in the total amount of $65.60. If traveling out of state but eating a meal in-state while in route, you will change the meal amount to the in-state rate. See page 22 for additional details on meals while traveling.

An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast or if a continental breakfast is included in the registration/meeting fee. An employee may also be reimbursed if requested for dinner if a reception or social is included in the registration/meeting fee. However, if brunch is included in the registration/meeting fee, reimbursement for lunch will not be allowed.

a. Click **ADD EXPENSE**.

b. Choose **Breakfast** for the expense type and **Reimbursement** for the payment type.

c. Choose the first date that breakfast will be paid.

d. Select the “through” check box.

e. Choose the last date. The amount allowed for the meals will automatically populate.

f. Click **Save**. This will add breakfast to every day of travel.

g. You may remove one or more expenses in Section Three by clicking on the expense in the **Expense Name** column. A window will open and you will click **Delete**. For example, the conference fee may have included breakfast on the second day of the conference. You would need to delete the breakfast on the second day if it was created using the through feature.

h. Repeat the process for Lunch and Dinner.

9. **HOTEL**

You can enter each night separately or enter multiple days using the “through” check box or enter as one lump sum. This will add an expense for each night chosen. The hotel expense will only be for the room, taxes and fees. Other expenses on the hotel bill, like internet usage or parking, should be entered as separate expense.

If the expense was paid via ProCard or Direct Payment the payment type should be reflected as such. If you are not requesting reimbursement for hotel expenses, choose **No Fee** and put in an explanation (lodging paid by conference, stayed with family/friend, etc.). Below is an example of how to enter a hotel fee using the “through” option.
a. Click **ADD EXPENSE**.

b. Choose **Hotel** for the expense type and **Reimbursement** for the payment type.

c. Choose the first date of the hotel stay.

d. Select the “through” check box.

e. Choose the last night of the hotel stay.

f. Enter the cost of **one night’s expense** for the room.

g. Click **Save**. This will add the hotel expense to every day of travel.

10. **PARKING**

a. Click **ADD EXPENSE**.

b. Choose **Parking** for the expense type and **Reimbursement** for the payment type.

c. Choose the last date of travel.

d. Enter the total parking expense being reimbursed.

e. Click **Save**.

An example is below of what the expenses will look like in Section Three:

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Name (Click to Edit)</th>
<th>Payment</th>
<th>Paid</th>
<th>Account</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/03/2014</td>
<td>Registration - Employee In State Other</td>
<td>ProCard</td>
<td>Yes</td>
<td>73551</td>
<td>$450.00</td>
<td>Paid by CMG ProCard 02/26/14.</td>
</tr>
<tr>
<td>04/03/2014</td>
<td>Breakfast - Employee In State Subs</td>
<td>Rmbrs</td>
<td>No</td>
<td>73241</td>
<td>$8.20</td>
<td></td>
</tr>
<tr>
<td>04/03/2014</td>
<td>Lunch - Employee In State Subs</td>
<td>Rmbrs</td>
<td>No</td>
<td>73241</td>
<td>$10.70</td>
<td></td>
</tr>
<tr>
<td>04/03/2014</td>
<td>Dinner - Employee In State Subs</td>
<td>Rmbrs</td>
<td>No</td>
<td>73241</td>
<td>$18.40</td>
<td></td>
</tr>
<tr>
<td>04/03/2014</td>
<td>Hotel - Employee In State Subs</td>
<td>No Fee</td>
<td>N/A</td>
<td>73231</td>
<td>$117.56</td>
<td>Stayed with family on first night.</td>
</tr>
<tr>
<td>04/03/2014</td>
<td>Airline - Employee In State Trans</td>
<td>Rmbrs</td>
<td>No</td>
<td>73201</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>04/03/2014</td>
<td>736 mi &lt;$0.30 - Employee In State Trans From: Greenville, North Carolina, United States To: Asheville, North Carolina, United States</td>
<td>Rmbrs</td>
<td>No</td>
<td>73211</td>
<td>$120.80</td>
<td>Roundtrip, Ms. Cowan did not want to use a State Vehicle, therefore she will only receive 0.30 cents per mile.</td>
</tr>
<tr>
<td>04/03/2014</td>
<td>Parking - Employee In State Other</td>
<td>Rmbrs</td>
<td>No</td>
<td>73221</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>04/04/2014</td>
<td>Lunch - Employee In State Subs</td>
<td>Rmbrs</td>
<td>No</td>
<td>73241</td>
<td>$10.70</td>
<td></td>
</tr>
<tr>
<td>04/04/2014</td>
<td>Dinner - Employee In State Subs</td>
<td>Rmbrs</td>
<td>No</td>
<td>73241</td>
<td>$18.40</td>
<td></td>
</tr>
<tr>
<td>04/04/2014</td>
<td>Hotel - Employee In State Subs</td>
<td>Rmbrs</td>
<td>No</td>
<td>73231</td>
<td>$117.56</td>
<td></td>
</tr>
</tbody>
</table>

The prepaid expenses will show in Green.
The items being reimbursed will show in Red.
Any items not being reimbursed will show in White (Payment types marked No Fee).
Continue to add all expenses as needed.
11. **ADJUST EXPENSES**

If you have entered an estimate of expenses before the actual trip you will need to adjust to the actual expense amount and update the comments for each expense before submitting the travel package for reimbursement.

   a. Click on the expense in the **Expense Name** column. You will be taken to the **Edit Expense** screen where you can edit and save or delete the entry.

   b. If you make any changes to the expenses in Section Three after you entered the FOAPAL in Section Two you will need to go back to Section Two and adjust the FOAPAL.

12. **FOAPALS**

**Enter FOAPALs in Section Two**

Now the FOAPAL needs to be entered. You will need to obtain the Fund and Org codes from your department budget authority as well as the Program and Activity codes if your department requires. The Account codes are associated with the expenses you have entered. Click **ADD FOAPALS** on the right side of the header of Section Two.

![ADD FOAPALS](image)
The Add Foapal screen will open.

![Add Foapal Screen]

a. Enter the Fund and Organization code.
b. Use the drop down window to add the Account code. The codes will populate based on the expenses entered in Section Three.
c. Enter the Program code, enter 0000 if program code is not specified.
d. Enter the Activity Code if applicable.
e. Click Add All if you would like to automatically populate each expense FOAPAL.
f. Click Add.

Below is an example of how Section Two should appear.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organ</th>
<th>Acct</th>
<th>Prog</th>
<th>Adv (opt)</th>
<th>Locn (opt)</th>
<th>Amount</th>
<th>Paid</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>111170</td>
<td>240204</td>
<td>73211 (In State Transportation Ground)</td>
<td>0000</td>
<td></td>
<td></td>
<td>$220.80</td>
<td>No</td>
<td>02/25/2014 03:17 PM</td>
</tr>
<tr>
<td>111170</td>
<td>240204</td>
<td>73221 (In State Transportation Other)</td>
<td>0000</td>
<td></td>
<td></td>
<td>$32.00</td>
<td>No</td>
<td>02/25/2014 03:09 PM</td>
</tr>
<tr>
<td>111170</td>
<td>240204</td>
<td>73231 (In State Sub Lodging)</td>
<td>0000</td>
<td></td>
<td></td>
<td>$352.68</td>
<td>No</td>
<td>02/25/2014 03:08 PM</td>
</tr>
<tr>
<td>111170</td>
<td>240204</td>
<td>73241 (In State Sub Meals)</td>
<td>0000</td>
<td></td>
<td></td>
<td>$122.60</td>
<td>No</td>
<td>02/25/2014 03:08 PM</td>
</tr>
</tbody>
</table>

13. ADJUST FOAPAL
a. To adjust the FOAPAL, click on the Account name of the entry to open up the **Edit Foapal** screen. From here you can edit and save or delete the entry.

b. If you make any changes to the expenses in Section Three after you entered the FOAPAL in Section Two you will need to go back to Section Two and adjust the FOAPAL.

14. Check each expense Account Code to ensure all expenses are included or subtracted if you added or deleted part of an expense.

Example 1: This example shows all the expense was included in the FOAPAL:

![Example 1 Image]

Example 2: This example shows none of the expense has been attached to a FOAPAL:

![Example 2 Image]

Example 3: This example shows some of the expense added has NOT been attached to a FOAPAL:

![Example 3 Image]

Example 4: This example shows you have deleted an expense that was attached to a FOAPAL:

![Example 4 Image]
Examples 3 and 4 indicate that you will need to use the Update Amount button to include what has been changed. Open the FOAPAL entry and click on Update Amount.

Example 5: This example shows what happens when you completely delete an expense attached to a FOAPAL.

Continue through all ACCOUNT Codes to pick up all changes.

15. If the traveler spent more than you are reimbursing, you may enter the total cost to the traveler. In the comment section for each expense, you should enter an explanation of why you are only giving them a certain amount for the reimbursement, such as limited funding or only reimbursing meals, etc. The unpaid amount will appear in the Total Reimbursement block as a Non-Reimbursed Expense. If there are any such expenses, you would only enter the amount per FOAPAL you are reimbursing.

Example 6: This example shows that the mileage is entered as an expense but is not being reimbursed.
Add Reimbursement Approval Signatures

Add reimbursement approval signatures the same way you add the pre-approval signatures except you add them to the **EXPENSE AND BUDGET APPROVAL** section. The preparer signature will auto-populate just like it does in the **AUTHORIZATION** section. You will need to add the Traveler, Budget Authority and Approver Signatures using the same process in steps 18-22 of the pre-approval process on page 34.

Submit Package to Travel Office

Prepare the original packet to send to the Travel Office. Gather all documentation and arrange in the following order: The Travel Request/Reimbursement Form. Print from the travel system by choosing Print in the upper right hand corner of the screen.

16. Registration form – If the registration was prepaid by the department (ProCard, Direct Payment), you do not need to include a copy of the payment method. If the traveler paid and is requesting reimbursement, you must include proof of payment by the traveler, such as itemized receipts, check copy, credit card receipt, etc. Be sure to redact any sensitive information. Leave the last four digits of the credit card number un-redacted.

17. Airline itinerary – If the airfare was prepaid by the department (ProCard, etc.), you do not have to include a copy of the itinerary or payment method. If the traveler is requesting reimbursement you must include a copy of the itinerary and proof of payment by the traveler with any sensitive information redacted.

18. All receipts must be original and show proof of payment:
   a. Airline (if applicable)
   b. Baggage (if applicable)
   c. Hotel (if applicable)
   d. Internet (if applicable)
   e. Parking (if applicable)
   f. Taxi (if applicable)
   g. Itemized meal receipt (if applicable)

19. Agenda, if provided, with meals circled or noted that meals were not included. Example notations are:
   a. Meal Provided
   b. Meal On Your Own
   c. Meal Not Provided
d. No Meals Provided

e. Meal Included

f. Breakfast Continental or Reception

**Note:** Do not send the conference session listing to the Travel Office.

20. Send the original packet to the **Travel Office, MS 227**, and keep a copy for your files. Be sure to send the packet to the Travel Office so that it will arrive within the 30-day deadline. **The 30-day deadline is calculated from the last date of travel to the day it reaches the Travel Office.**

-----------------------------------------------------------------

**How To Process Travel - Manual Form**

**Manual forms should only be used for people who don’t have access to One-Stop or non-state employees.**

**Special Note regarding formulas in the manual form**

Please verify all the rates in the formulas in the form are current since mileage and subsistence rates are subject to change.

1. The **Manual Travel Authorization / Reimbursement for Travel Form** is found at the bottom of the Travel Office webpage under **Forms**:

2. In Section One, fill out the following areas highlighted in purple.

<table>
<thead>
<tr>
<th>SECTION ONE: TRAVEL AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Estimate Detail:</strong> Complete only if required</td>
</tr>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

3. At the bottom of the form, enter your name as the preparer, the date you created the Travel Reimbursement and your contact phone number.

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Smith</td>
<td>4/25/2014</td>
<td>328-0423</td>
</tr>
</tbody>
</table>
4. If your department requires detailed estimates on the pre-travel authorization, add the estimated expenses in Section Three as if you were doing the reimbursement. Route the Travel Request to the traveler and the appropriate persons to obtain signatures in Row 5 authorizing travel. The traveler’s signature is not required for non-state employees, except students. Obtain all signatures BEFORE the first date of travel. **Foreign Travel must be signed by the Vice Chancellor.** Once all the approvers have signed, the pre-approval request is complete. Retain the form with the original signatures in your travel files, this must be submitted when the traveler requests reimbursement.

----------------------------------

**Travel Reimbursement - Manual Form**

The reimbursement package must be received in the Travel Office within 30 days of the last day of travel. Check with your departments for any internal deadlines. Once the traveler has returned from their trip, they should submit to the preparer the original receipts and the agenda if provided. The preparer should:

1. Check the dates of each receipt to ensure they correspond to the travel reimbursement.
2. Attach receipts that are ½ sheet or smaller to an 8.5” x 11” piece of paper in date order. Use only white unlined paper (no color).
   a. Do not use scotch tape over any wording in thermal type receipts.
   b. Do not use staples to attach the receipt to the paper.
   c. Do not use a highlighter on thermal type receipts or on any of the pages.
   d. Do not send loose receipts.
3. Hotel
   a. Check the dates of the receipt to ensure they correspond to the travel reimbursement.
   b. Add the room cost and all fees/taxes involved to calculate the total per day.
   c. Check to ensure the room cost is for single rate.
   d. Ensure the bill shows a -0- balance due.
4. Attach the agenda or conference schedule if applicable. Circle any meals that were provided or noted as “On Your Own”. If there is no agenda put “no agenda” in the explanation box.
5. Keep in mind that any foreign travel expenses should be converted to USD if needed.

Enter Expenses in Section Three

Section three is broken down into three sections, Transportation, Subsistence and Other. You should place the expense in the appropriate column. If you need additional lines you can add them on the Extra Travel tabs and they will be added into the totals at the bottom of your expenses.

6. TRANSPORTATION

Mileage can be entered one of two ways. You can enter a line for each leg of the trip, such as mileage to the destination and then the return mileage. Or, you may pick a date, (such as the first day of the travel) enter the total mileage.

a. Enter the city of departure in the From section, this will usually be Greenville unless the employee’s duty station is not ECU. (See page 10 for more information)

b. Enter the destination city in the To section.

c. Enter the number of miles under Private Car Miles using the State approved mileage chart provided on page 90 or an online mapping service such as Google Maps or MapQuest. Documentation from any online service will need to be included in the travel packet. Other options are odometer readings and trip meter readings. Notate the start and finish mileage or trip meter in comments or submit email with backup.
d. The formula on the form will calculate the dollar amount. Keep in mind that if the mileage has to be coded at the lower reimbursement rate you must change the amount in the formula in the amount column.

e. Use the appropriate mileage rate depending on the type of travel and state vehicle availability. See page 14 for personal vehicle use.

f. For Air, Other or Rental fill in the total amount of the expense. Other can be used for train, bus or gas.

7. SUBSISTENCE

Meals should be checked on the agenda or conference brochure to insure reimbursement is not being requested for meals that were provided in the registration fee. If traveling out-of-state but eating a meal in-state while in route, you will change the meal amount to the in-state rate. See page 22 for additional details on meals while traveling.

An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast or if a continental breakfast is included in the registration/meeting fee. An employee may also be reimbursed if requested for dinner if a reception or social is included in the registration/meeting fee. However, if brunch is included in the registration/meeting fee, reimbursement for lunch will not be allowed.

a. Subsistence should be added on a per diem basis not totaled into one line, if the traveler had breakfast on two days then a line should be entered for each date with a breakfast for each day.

b. There is a drop down to add the amount for breakfast (B), lunch (L) and dinner (D). Choose the correct amount based on in-state or out-of-state rates.

c. For the hotel (H) you will simply type in the amount. Only the room and taxes should go on under subsistence, additional allowable charges on the hotel bill such as parking or internet should go under other.

8. OTHER

a. All other expenses that don’t fall under transportation or subsistence would go here

b. Simply enter what it is and the amount in the column next to it.

c. These expenses can be listed without regard to the dates on the left.

Enter FOAPALs in Section Two
Now the FOAPAL needs to be entered. You will need to obtain the Fund and Org codes from your department budget authority as well as the Program, Activity and Location codes if your department requires them. The Account codes are associated with the expenses you have entered. A complete list of travel account codes is in Appendix D.

The totals from Section Three should be entered in Section Two by account category. The amount for each account category should be added together under one FOAPAL, two days of the hotel expense at $125.00 per day would be added together as one line for $250.00 with the same FOAPAL.

9. The Special Travel Reimbursement section has to be completed for auditing purposes. The excess lodging, excess meals and airfare will automatically calculate. Any amounts not included in those categories should be totaled in Other and specified in the comments section.

10. If a travel advance was given, the amount and check number should be entered to reduce the reimbursement amount.

11. If a reimbursement is in excess of the Per Diem per the State Budget Manual, a memo signed by the Vice Chancellor, or designee, stating that excess lodging was approved in advance must be submitted.

<table>
<thead>
<tr>
<th>Account Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Travel Expenses</td>
<td>$998.88</td>
</tr>
<tr>
<td>Total Lodging</td>
<td>$545.15</td>
</tr>
<tr>
<td>Total Meals</td>
<td>$80.00</td>
</tr>
<tr>
<td>Total Airfare</td>
<td>$118.20</td>
</tr>
</tbody>
</table>

12. If you are making adjustments to the estimated expenses or just changing the reimbursement amounts, always adjust the “Other” amount under Special Travel Reimbursement. The Lodging, Meals and Airline will adjust automatically.
13. If your totals for Section Two do not match you entries in Section Three you will see “ERROR” at the bottom of the page. You should check your totals to ensure you have entered everything correctly. Once the amounts in both sections match, the “ERROR” will go away.

Reimbursement Approval Signatures
Do not have the travelers sign a blank travel request. For non-employees, faxed or mailed signatures can be accepted.

14. The reimbursement should be routed to the Traveler and all appropriate persons to obtain signatures in row 9 of Section Two after the travel request is completed.

Submit Package to Travel Office
Prepare the original packet to send to the Travel Office. Gather all documentation and arrange in the following order:

15. The signed final Travel Request Form authorizing reimbursement for the travel.
16. The signed Travel Request Form pre-approving the travel.
17. Registration form – If the registration was prepaid by the department (ProCard, Direct Payment), you do not need to include a copy of the payment method. Simply note the payment method on the travel request. If the traveler paid and is requesting reimbursement, you must include proof of payment by the traveler, such as itemized receipts, check copy, credit card receipt, etc. Be sure to redact any sensitive information. Leave the last four digits of the credit card number un-redacted.
18. Airline itinerary – If the airfare was prepaid by the department (ProCard, etc.), you do not have to include a copy of the itinerary or payment method. If the traveler is requesting reimbursement you must include a copy of the itinerary and proof of payment by the traveler with any sensitive information redacted.
19. All receipts must be original and show proof of payment:
   a. Airline (if applicable)
   b. Baggage (if applicable)
   c. Hotel (if applicable)
d. Internet (if applicable)
e. Parking (if applicable)
f. Taxi (if applicable)
g. Itemized meal receipt (if applicable)

20. Agenda, if provided, with meals circled or noted that meals were not included. Example notations are:

a. Meal Provided
b. Meal On Your Own
c. Meal Not Provided
d. No Meals Provided
e. Meal Included
f. Breakfast Continental or Reception

**Note:** Do **not** send the conference session listing to the Travel Office.

21. Send the original packet to the **Travel Office, MS 227**, and keep a copy for your files. Be sure to send the packet to the Travel Office so that it will arrive within the 30-day deadline. **The 30-day deadline is calculated from the last date of travel to the day it reaches the Travel Office.**
Blanket Travel

Blanket travel pre-authorization should be set up at the beginning of the fiscal year or as soon as you know the traveler needs to have blanket travel set up. Blanket travel is for trips that are repetitive and do not involve an overnight stay. Requests can cover travel within the state and surrounding states. Only mileage, gas, parking and tolls are allowable expenses on blanket travel. Blanket travel should be turned in to the Travel Office no later than the last working day of the following month for which you are filing. Early submission is encouraged.

A blanket travel will follow the same steps as an in-state request; however, the Create Travel Request screen is slightly different. Like in-state travel there is a pre-approval and a reimbursement section but for blanket travel there is one pre-approval that covers the entire fiscal year and reimbursement can be requested at the end of every month.

Special Notes Regarding Blanket Travel, Online and Manual

a. Blanket travel is only for employees, graduate students and undergraduate students.

b. Blanket Travel is submitted for reimbursement on a monthly basis unless the total reimbursement is less than $25.00. The blanket travel must be submitted once the amount reaches $25.00 or it will be considered late. If less than $25.00, you may hold and add to the next month’s travel.

c. If the reimbursement for $25.00 or more is received by the Travel Office after the last day of the following month, the department will need to attach a late memo signed by the department and Vice Chancellor in order for the Travel Office to process the request.

d. June blanket travel is due earlier than end of month in July due to closing out prior fiscal year blanket requests. This date changes yearly and is communicated to the preparers in June each year.

e. Submitted reimbursements must be paid before you can submit the following month’s reimbursement request.

f. All Blanket Travel reimbursements must be signed off by all authority signers and received by the travel office by the last day of the month following the travel month.

g. History can be viewed, or hidden, on online blanket travel. This history screen will show your prior months’ payments. (See Appendix A: Viewing History.)
Create A Blanket Travel Request – On-Line

1. Sign into OneStop, create the request and add the traveler. (See page 31).

The Create Travel Request window will open.

2. Check the Blanket Travel check box.
3. Select the appropriate Fiscal Year.
4. In the Explanation box, enter Blanket Travel. You may want to include additional information such as funding source, business purpose, etc. if desired.
5. Click Save.
6. Add pre-approval signatures, (see page 31) All signatures must be obtained BEFORE the first day of travel.
7. Once the month is over, the reimbursement can be submitted for all travel for that month. Please see page 35 of travel for reimbursement steps. Remember, only mileage, gas, tolls and parking are allowed to be reimbursed under blanket travel.
Create A Blanket Travel Request – Manual Form

1. The Travel Authorization / Reimbursement for Travel Form is found at the bottom of the Travel Office webpage under Quick Links:
2. Follow the steps on page 47 to create the pre-approval.
3. Route the Travel Request to the traveler and the appropriate persons to obtain signatures in Row 5 authorizing travel. Obtain all signatures BEFORE the first date of travel.
4. Retain the blanket approval form with the original signatures in your travel files, a copy of the signed pre-approval must be submitted each time the traveler requests reimbursement.
5. Once the month is over, the reimbursement can be submitted for all travel for that month unless the reimbursement is less than $25.00. Please see page 48 for reimbursement steps. Remember, only mileage, gas, tolls and parking are allowed to be reimbursed under blanket travel.
No Funds Requested (NFR) Travel Request

The term, “NFR”, refers to a Travel Request for which no reimbursement of expenses will be claimed. This sometimes occurs when all expenses are paid by the ECU ProCard or a Direct Payment form, or the expenses will be paid for by another entity. It is simply a means to close out a Travel Request in the on-line Travel Request System when reimbursement is not requested. Departments have the option of requiring a Travel Request to document approval for an employee to be away from his/her duty station. It can be advantageous to complete a Travel Request in the event an unexpected cost is incurred by the employee. Without prior approval of the travel, the department will have to prepare a memo and receive approval for the employee to be reimbursed.

Special Notes for Processing NFRs

a. An NFR travel can be used for employees and non-employees.
b. An NFR can be used for any travel type except Blanket.
c. All NFR travel documents must be kept on file in the department. Do not send NFRs to the Travel Office or to the ProCard Office.

Create A NFR Travel Request – On-Line

1. Sign into OneStop and add the traveler and create the request. (See page 31 for steps).
2. In the Explanation section of the Create Travel Request window, explain that the traveler is not requesting funding. You may simply abbreviate, NFR. If alternate funding from a third party is being provided, please state the source if known.
3. Add pre-approval signatures, (see page 34 for steps.) All signatures must be obtained BEFORE the first day of travel.
4. Add expenses (see page 36 steps) the same as if the traveler were asking for reimbursement.
   a. Note in the comments section of the expense if the expense was paid by another entity, paid by ProCard or Direct Payment, or if the traveler is paying out of pocket and not requesting reimbursement.
   b. There will not be any FOAPAL information since there is no request for reimbursement to the traveler.
5. Once completed, print the travel request and attach all backup documentation. The travel packet will remain with the department. Please do not send to the Travel Office or to the ProCard Office.

6. The travel request should be closed out by clicking on Status at the top right corner and then click on Locked. This will remove the travel from your list of travel requests. Only the Travel Office can unlock a locked travel form. Please contact the Travel Office in the event you should need a travel request unlocked.

Create A NFR Travel Request – Manual Form

1. The Manual Travel Authorization / Reimbursement for Travel Form is found at the bottom of the Travel Office webpage under Forms:

2. Create the pre-approval. (follow the steps on page 47)

3. Route the Travel Request to the traveler and the appropriate persons to obtain approval signatures in Row 5 authorizing travel. Obtain all signatures BEFORE the first date of travel. Retain the originals in your office files.

4. When the traveler returns, enter or change expenses (see steps on page 49) and make note that the traveler will not receive reimbursement.

5. The travel packet will remain with the department. Please do not send to the Travel Office or to the ProCard Office.
Cancelled Travel

When a traveler must cancel their trip, you will treat the Travel Request as you would treat an NFR. The Travel Request should remain in the department along with all documentation pertaining to the cancelled travel.

A letter of justification should accompany the travel file. It should reflect the reason for the cancellation and all documentation showing cancelled registration and airline has been completed. Penalties and charges resulting from the cancellation of travel reservations (including airline, hotel, or other travel reservations and conference registration) shall be the department’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made for the convenience of the department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee’s immediate family or other critical circumstances beyond the control of the employee, the department may pay the penalties and charges.

Changes or cancellations resulting in a refund or a lesser charge are to be returned/deposited into the account from which the expense was originally charged. Refund checks should not be sent to the Travel Office. Refunds must be directed to the traveler’s contact person for deposit to the appropriate funding source where the prepayment originated. Refunds misdirected to the Travel Office will be sent to the University’s Cashiers Office.

Pre-Paid Registration Fees for Cancelled Trips

If the registration was paid by a University ProCard, the department must make every effort to obtain a reimbursement. There may be fees associated with cancellations.

1. If the conference offers a partial refund, the refund should be applied to the ProCard used. If refund is issued by check, request that the check is mailed to the department, and deposited promptly against the FOAP used to pay the fee.

2. The conference may offer a credit toward another conference or the next year’s conference attendance. If so, documentation should be maintained and credit should be used at the first available opportunity.

3. If the conference refuses a refund or credit toward attendance at future conferences, the department must have proper documentation in the travel file in the event of an audit.

Pre-Paid Airline Tickets for Cancelled Trips
If an airline ticket has been purchased using University funds and the traveler has to cancel the travel, the purchaser must notify the airline immediately, and request refund or credit. If credit is obtained, request documentation for file. Any credit should be used at the first available opportunity.

If you are using a cancelled airfare to book another trip for your traveler, the airline will normally charge a fee for rebooking. The fee for rebooking is allowed on a University ProCard. The prior flight information should be attached to justify the rebooking fee charges.

**Travel Advances for Cancelled Travel**

If a Travel Advance has been prepared for or requested for a traveler and the travel is cancelled, you will need to contact the Travel Office immediately. If the funds have not been released, the Travel Office will cancel the advance. In the event the travel advance has been issued to the traveler, the traveler should reimburse the University immediately (within one business day of cancellation notification). Contact the Travel Office for instructions on how the reimbursement should be processed.

---

**Steps to Cancelling an On-line Travel Reimbursement**

1. Open the Travel Reimbursement form.
2. Click on **EDIT SECTION** in **SECTION ONE: AUTHORIZATION**.
3. In the Explanation box, note the reason why the travel was cancelled.
4. Examples:
   a. CANCELLED – traveler must cancel trip due to death of an immediate family member.
   b. CANCELLED – traveler must cancel trip due to a departmental emergency requiring their presence in the department during this trip.
5. Please change the color and font of the text so that it will stand out.
6. Click **Save**.
7. Click **Status**.
8. Click **Locked**.
9. Keep all documentation within the department.

Once a travel reimbursement form is locked it will be removed from your active TRs. Only the Travel Office can unlock a locked travel form. Please contact the Travel Office in the event you should need a Travel Request unlocked.
Steps to Cancelling a Manual Travel Reimbursement

1. Write across SECTION TWO “CANCELLED”.
2. Keep all documentation regarding the reason for the cancellation in the travel folder within the department.
Non-State Employee Travel

Persons traveling on University business who are not state employees must follow the Reimbursable Travel for Non-State Employees PRR and the same State and University travel regulations as employees of the State. Non-state employees include, but are not limited to, members of the Board of Trustees, prospective professional employees, students with non-employment related travel, attendants of handicapped University employees, spouse/partner/dependent (when appropriate), research collaborators, guests and volunteers traveling on official University business. Students have access to the on-line travel system. Non-state employees who do not have access must use a manual travel form.

Hotel lodging and transportation such as airline, train, mileage, or bus expenses can be paid using the ProCard. Non-state employees who purchase their own transportation tickets and make their own lodging arrangements must submit the original receipts for reimbursement. Reimbursement for transportation expenses and per diem for subsistence is at the in-state expense rate, however you would use the non-employee expense codes.

Special Notes for Processing Travel for Prospective Professional Employees Including Faculty Candidates (PPE)

a. Only the first visit for a Prospective Professional Employee can be paid via state, auxiliary and grant funds.

b. State, auxiliary and grant funds cannot be used on 2nd visit.

c. Spouse/Partner is allowed on 2nd visit only. (Must use non-state funds, separate Banner ID and submit a TR.)

d. Subsistence at per diem for only 2 nights/3 days (5 days if one of the days is a Saturday.)

e. Transportation costs may be reimbursed.

f. All receipts must be original and submitted with packet.

g. The unit head or their designee may approve excess travel.

If you have access to other fund sources, check with the budget authority in your area regarding what expenses may be paid from those funds.

Meals are allowed at the in-state rate and limited to the per diem rate. Meals provided and paid for by ECU Faculty/Staff during their time interviewing are not included in the reimbursement to the candidate.

Special Notes for Processing Travel for Guest Speakers
a. Guest Speaker travel can be processed by Contract using a CSPR (Contractual Services Payment Request) form or using a manual travel reimbursement form.

Special Notes for Processing Travel for Contractors

a. If original, itemized receipts are received, process the travel using a manual travel form. If original, itemized receipts cannot be provided, please use a non-travel form for reimbursement. (ex. CSPR – if an individual, PORT)

A manual travel reimbursement form will be filled out and held in the department file until the non-state employee has submitted all receipts so that it can be completed. Do not have the traveler sign until it is completed. You should give the traveler an envelope with your office address so they can mail you the original receipts for airfare, parking, baggage checked, etc. Inform the traveler you must have their original receipts as soon as possible in order to meet the reimbursement deadline.

The completed travel reimbursement form can be emailed or faxed to the traveler for their approval and signature. The Travel Office will accept a scanned or faxed signature from the traveler. All other approval signatures should be original and signed only after the traveler has signed.

-----------------------------------------------

Banner ID’s

A Banner ID number must be established for anyone receiving a payment from ECU.

Follow these steps to have a Banner ID created:

1. Sign into OneStop
2. Under Employee, click Submit Vendor Request.

The ECU Vendor Request Form will open.

3. Complete all the spaces on the form. At the bottom of the form you will see links to the Disclosure Statement, the Vendor Information Form and the applicable tax documents. You must open the documents and save them to your computer so you can send the forms to the traveler; you may attach them to an
email. Click the radio buttons to certify you have sent the forms to the traveler and click submit.

4. The candidate will fill in the information required and will return all information directly to:

   Attn: Bridget Brown  
   Vendor Coordinator  
   Mailstop: 203 Financial Services East Carolina University  
   120 Reade Street  
   Greenville, NC 27858  
   Fax to 252-737-4446

   Do not send sensitive information (ss#, etc.) via email.

5. The Vendor Coordinator will notify you when the Banner ID has been created. The Banner ID is used on the Travel Request to reimburse the traveler.

6. Forward any vendor setup inquiries to vendor-setup@ecu.edu.

   Create A Non-State Employee Travel - Manual Form

   Once the Banner ID is obtained from the Vendor Coordinator you may process the travel request using the Manual Form (see steps on page 47) with a few exceptions.
1. You will not be able to obtain the traveler’s signature for line #5 BEFORE the first day of travel because the traveler is not here to sign the form and their travel will begin prior to arrival.

2. You should obtain the usual approval signatures.

3. Once the traveler has returned home, they will mail you the original receipts for the reimbursement and the signed form.

4. Follow standard processing procedures regarding approvals for reimbursement, dates and care of receipts.

5. The hotel cost should be handled directly with the hotel via a Direct Payment form.

6. Attach a copy of the travelers agenda while at ECU. Please note if the traveler paid for certain meals or if the meal was provided.
Travel Advance

A travel advance is a personal loan provided to an individual prior to an approved trip to cover out-of-pocket expenses while traveling. Each travel advance must be reconciled with the Travel Office and closed before another travel advance can be requested by the same traveler. Travel advances for specific trips may be issued when deemed necessary for employees who travel regularly each month or employees whose salary is $50,000 or less. All travel advances must be approved by the respective Vice Chancellor or designee. Non-permanent employees (except students as directed below) may not receive travel advances. This does not preclude a staff or faculty member from obtaining a travel advance for students they are accompanying on a University sanctioned trip. A student who is not a permanent employee of the University may receive a travel advance from non-state funds only with the approval of the appropriate Vice Chancellor and the Associate Vice Chancellor of Financial Services.

Recruiters, Admissions and Gift Officers who travel regularly each month can obtain a semi-annual travel advance equal to the previous semesters travel. The amount of the advance should equal the average monthly expense. Reimbursement requests should be filed and paid monthly for incurred expenses and the advance must be repaid as of June 30th annually. If it is determined that the monthly reimbursement has averaged less than the semi-annual advancement, the advance must be reduced to the newly established amount.

Advance funds may be requested only for items, such as mileage, per diem meals, parking, etc., that cannot be paid with an ECU Pro-Card or a Direct Payment Form. Registration, airfare, hotel or rental car costs can be paid with an ECU Pro-Card or a Direct Payment Form. Excess meals cannot be calculated into a travel advance. Estimated expenses must be documented and submitted to the Travel Office with the travel advance form. Travel advance requests cannot be submitted for less than $200.00 and must not exceed 80% of the estimated cost of the trip. Travel advances may only be used for University business and may not be used for personal expenses.

A travel advance must be received in the Travel Office a minimum of 14 calendar days (two weeks) prior to the date of departure. The Travel Office cannot guarantee processing if the travel advance request is received late.

The Travel Office will process a travel advance and a direct deposit or check will be issued no more than five working days prior to the date of departure. Advances must be deducted from the reimbursement request on the travel expense report that is to be submitted no later than 30 days after the travel period. The Accounts Payable department will announce the due date for June travel near the fiscal year end. The
reimbursement must be submitted with the same funding source as the travel advance.

Delinquent travel reimbursement requests or other abuses of the travel advance policy may result in the withdrawal of the travel advance privilege. Travelers are notified of outstanding travel advances at 30 days. If no response is received, a payroll deduction will be made from the traveler's payroll check.

Special Notes for Processing Travel Advances

a. A travel advance should be received by the Travel Office at least 14 calendar days before a traveler leaves on their trip. If it is submitted any less than 14 calendar days prior, the Travel Office may not be able to process it before the traveler leaves.

b. An on-line travel advance must be signed off in the Authorization section and the Expense and Budget Approval section before it is submitted to the Travel Office.

c. A travel advance must be reconciled with the Travel Office within 30 days of the return date.

d. No future travel advances will be processed until any open travel advances are reconciled.

e. Failure to submit a final travel reimbursement against a travel advance within 30 days of the return date is subject to the amount of the advance being paid back to the University through payroll deduction.

Create A Travel Advance Request – On-Line

1. Sign into OneStop, create the request and add the traveler. (See page 31).

2. Add pre-approval signatures (see page 34).

3. Enter all estimated expenses in Section Three (see page 36).

4. Enter the FOAPAL in Section Two (see page 42) but only use the Travel Advance account number (12450). The system will calculate the 80% allowed.
You must add signatures for the Expense and Budget Approval section and they must all be signed off before a travel advance will be issued.

Once the travel advance is paid, the signatures for the Expense and Budget Approval section will reset and wait for the final reimbursement to be processed.

5. You will send to the Travel Office the following:
   a. Fully signed and approved Travel Reimbursement form.
   b. A copy of the front of the conference brochure showing the conference name, dates and location, if applicable.
   c. A copy of the hotel confirmation, if applicable.
   d. A copy of the agenda with notations concerning meals that are provided.
6. When the traveler returns, all original receipts must be submitted to the preparer in order for the final reimbursement to be prepared.

If you overestimate the expenses, a traveler may have to pay back the University the portion of the advance that was too excessive. Please consult with the Travel Office before submitting your advance refund to verify the refund amount is being calculated correctly. Please use extreme caution when requesting Travel Advances.

---

**Travel Advance Reimbursement – On-Line**

The reimbursement for a Travel Advance is handled the same way all reimbursements are handled. The on-line system will subtract the amount advanced from the traveler’s reimbursement when it is finalized and sent to the Travel Office.

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**Advance Calculation**

1. Please follow reimbursement steps on page 35 and page 42 to add and adjust expenses and FOAPAL and submit to Travel Office.

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**Records Retention and Disposition Schedule**

The University’s Records Retention and Disposition Schedule is maintained by ECU Records Management in Joyner Library. In general, original travel requests, authorizations, and reimbursement files may be destroyed after 5 closed fiscal years and when released from all litigation, claims, audits or other official action involving the records. Questions may be addressed to recordsmanagement@ecu.edu.
APPENDICES
APPENDIX A: VIEWING HISTORY

Change History View

- Added View history button to put the form into history mode for viewing the history of the form and attachments. Prior to this the history of attachments was not available. Menu was changed depending on which view the form is in.
- Added request history table so can add additional history snapshots and eventually archive data directly to Xtender.

Archive Information in History

- The Xtender archive is integrated with the history panel as follows:

1) Here an advance has been entered and shows ‘processing’ in the payment panel. The history panel is opened and on the history item where the payment was created it shows the amount and that the payment is processing with the statement ‘Payment In Progress’.

<table>
<thead>
<tr>
<th>Travel Office Signature</th>
<th>$1,037.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cowan, Ann H</td>
<td></td>
</tr>
<tr>
<td>02/22/2013 12:55 PM</td>
<td></td>
</tr>
<tr>
<td>Payment In Progress</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSE TYPE SUMMARY</th>
<th>COST TO INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Expenses:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subsistence Expenses:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Expenses:</td>
<td>$1,296.00</td>
</tr>
<tr>
<td>Expense Total:</td>
<td>$1,296.00</td>
</tr>
</tbody>
</table>

Reimbursement: $1,296.00
Pre-Reimbursed Expenses: $0.00
Expenditure: $1,296.00

<table>
<thead>
<tr>
<th>SECTION FOUR: PAYMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/2013 Direct Deposit Advance for $1,037.00</td>
<td>Processing</td>
</tr>
<tr>
<td>Comments:</td>
<td>02/25/2013</td>
</tr>
</tbody>
</table>

2) Once the nightly payment process is run, the payment will show open and the history item will show ‘Not Archived’.

<table>
<thead>
<tr>
<th>Travel Office Signature</th>
<th>$1,037.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cowan, Ann H</td>
<td></td>
</tr>
<tr>
<td>02/22/2013 12:55 PM</td>
<td></td>
</tr>
<tr>
<td>Not Archived</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSE TYPE SUMMARY</th>
<th>COST TO INSTITUTION</th>
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<tr>
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<tr>
<td>Expense Total:</td>
<td>$1,296.00</td>
</tr>
</tbody>
</table>

Reimbursement: $1,296.00
Pre-Reimbursed Expenses: $0.00
Expenditure: $1,296.00

<table>
<thead>
<tr>
<th>SECTION FOUR: PAYMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/2013 Direct Deposit Advance for $1,037.00</td>
<td>Open</td>
</tr>
<tr>
<td>Comments: TV007560</td>
<td>02/25/2013</td>
</tr>
</tbody>
</table>
3) Then when the paperwork is scanned into Xtender and indexed the travel system will see the index and show ‘Archived’ in the history panel as long as the index exists in Xtender.
APPENDIX B:
TRAVEL ATTACHMENT INSTRUCTIONS

Attachments

The travel system will now allow backup documentation to be attached to a travel request. The system will accept pdf files and images of several types including jpeg, png, and tiff. The preparer creates and annotates the attachments and then they will be available for authorizers and approvers to view while reviewing the request. The attachment screen is accessed by clicking on the “View” menu and selecting “Attachments”.

Creating Attachments

There are several ways that these files can be scanned and uploaded into the travel system so preparers can use the methods that best fit their needs. The most common options will be to either scan the documents with the provided ECU copier/scanners or with a desktop scanner if you have one available to you. If you use an ECU copier/scan the files will be sent to you via email and if you use a desktop scanner the files will be saved directly to your computer.

Once scanned, the files can be edited before they are uploaded to the system. Adobe Acrobat can be used to extract or rotate pdf pages and merge multiple pdf documents. Desktop image editors can be used to crop and rotate images. Files can be named whatever the preparer prefers; the original file name is stored and available in the system for reference.

The system will verify that the uploaded file of an acceptable type and that the file itself is valid. It will also reject files that are too large. Initially the file size limit is 8MB, however this subject to change at any time depending on the needs of the system. It will be beneficial to upload the smallest possible file necessary; using files that are larger will increase the time it takes to upload them and the time it takes for the reviewers to view them. Because of this, the following guidelines are recommended. These settings will be common to most scanners. All questions regarding hardware should be directed to the helpdesk.

- Use black and white where possible, only use color scans if absolutely necessary. Color scans can be much larger than black and white.
- Use 200dpi. Dpi stands for “dots per inch” which is related to how large the image will be.
Higher dpi values create larger images.

There are a couple of other settings that have a significant impact on how the system handles the files created.

**Pdf/Tiff:** When a pdf is uploaded to the travel system is uses a viewer that allows you to move page to page, zoom, and move the document around. A tiff (or any other image format) uses a viewer for images that will allow you to zoom and move the image around. The format you choose will determine the viewer that is used to display the attachment. Also, pdf is the ONLY format that will allow multiple pages to be scanned together into one file.

**Single/Multi:** this determines if the stack of pages loaded into the scanner will all be added to the same file (Multi) or if they will each be scanned to their own file (Single).

If you need to keep a group of pages together (like an agenda) you will have to make sure that Pdf/Multi is selected. These settings are also shown in the scanner instructions below.

Pdf/Multi will work in all cases, and is probably the best choice if you aren’t sure what to pick.

**Uploading Attachments**

Attachments are uploaded to one request at a time. There are two ways to upload to a request.

**Attach via File Upload**

While viewing the attachments screen (View → Attachments once in a request) clicking the “Upload” button in the top left of the screen will display the “File Upload” box.

The blue arrow next to the upload button is an attachment refresh button. Use it if you don’t think you are looking at the most recent version of the attachment.

The “Browse” button will display a window that you can use to select multiple files to upload.
Clicking “Open” will load the files into the upload box.

Clicking “Upload” will start the upload process.

The files will upload, then they are “Processed”. 
Multiple files will upload at once, up to a maximum of 5, but that number can change at any time depending on the needs of the system. When one is complete the next one will start. The progress bar will turn green if the operation completes successfully, otherwise it will turn red if there is a problem.

Holding the mouse over a progress bar will display a yellow box which will provide more information. When all uploads are complete, the screen will refresh and update the items in the attachment list on the left.

Attach via Email
Because many preparers will be using the copier/scanners the system allows files to be uploaded and attached to a request via email. The process works as follows:

1. Documents are scanned to either tif or pdf.
2. The scanner will email the files to the preparer’s address.

3. The preparer receives the email and forwards it to travelUploads@ecu.edu with ONLY the following text in the subject line “Travel Upload: x” where x is the travel request number.
   
   i. Example Subject Line: Travel Upload: 12345
   
   ii. Note there is a space between the word “Travel” and the word “Upload” then there is a colon, another space, and then the request number.
   
   iii. There should be nothing else on the subject line.

4. The travelUploads@ecu.edu email address is checked every 5 minutes. When it finds messages it will read the subject line and the “from” email address. If the request is unlocked, and the person sending the email has access, then the attached files will be uploaded, processed, and attached to the request.

5. The outcome of this process will then be mailed back to the preparer. If you receive the email and do not see the attachments in the list click the blue refresh arrow.

The travelUploads@ecu.edu account only accepts email from ECU email addresses.

**Viewing Attachments**

Attachments for a request are listed on the left side of the screen in the attachment list. Attachments in this list are sorted by label in the same order as expenses are sorted on the main form.

In the top left corner is the active indicator, a green check shows for active attachments, a red “X” for inactive attachments.

In the top right corner is the locked indicator, the open lock is shown for unlocked attachments, the closed lock for locked attachments.

A thumbnail of the attachment is shown for reference, and below that the label that is assigned to the attachments.
Viewing Images

The image viewer has a zoom slider that will change the size of the image. The scroll wheel will also zoom the image if the mouse of over the image. Clicking and holding the mouse over the image will allow the image to be moved around.

Viewing .pdfs

The pdf viewer has many of the same controls as other pdf viewers; the magnifying glass icons zoom in and out, also Ctrl + Scroll Wheel will change the zoom as well. The fit height, fit width, and fit page
buttons automatically adjust the zoom as well. For multipage documents, the first, previous, next, and last buttons will move through the pages. You can also jump to a page by typing it in the “pg#” box and pressing enter.

You can also use the scroll wheel on the mouse for different things. What the scroll wheel does depends on if there are scroll bars or not. If there is a scroll bar then the scroll wheel will move the document up and down. If there are no scroll bars then the scroll wheel will scroll through the pages. Also, if there are scroll bars, then you can click on the page and drag it to view different parts of the page.

Editing Attachments

Once the files are attached to the request, there are a few options for managing and adding additional information to them. Editing is only allowed if the request is unlocked, the attachment is unlocked, and you have rights to edit attachments for that request (Preparer, or Travel Office).

Labels

A label is the most important piece of information about an attachment. Labels organize and identify the contents of attachments, and are required on each attachment. Attachments are labeled by selecting the appropriate item from the drop-down list on the attachment edit screen.
The label options are derived from the expenses that have been previously added to the request.

There are a few labels that are always available and more can be created by the travel office. Initially those labels are:

Memo: used when attaching late memos, acceptance letters, etc. Multiple: used when several small receipts are attached to a single page. Other: used for items that don't fit under any other label.

In order to be able to label the attachments correctly, the backup will need to be organized into packets by expense type and scanned together into one pdf file. Based on the label, the attachments will sort themselves on the screen so they are always in the same order just like the expenses sort in the expense grid. The sort order is as follows:

Registration: agenda, proof of payment, registration form Meals (Breakfast/Lunch/Dinner): If paying above per deim Hotel: hotel bill with zero balance, online reservation forms

Transportation:
   Airline: itinerary, proof of payment
   Mileage: Mapquest, mileage log, and email from Central Motor Pool showing unavailability, if applicable
   Rental Car: contract and proof of payment
   Taxi/Shuttle: proof of payment
   Train/Amtrack: proof of payment

Standard Fees:
Airline Bags: proof of payment
Bags/Tips: proof of payment
Gas/Tolls: proof of payment
Internet: if separate from hotel bill
Parking: Proof of payment
Phone: proof of payment

Another note on sorting:
In addition to the label, the attachments will sort the active ones at the top and the inactive ones at the bottom. If all of the labels are the same (Blanket Travel: Mileage) then the labels will sort by the day they were uploaded with the newest attachment on top.

Comments

Comments are used to explain something not obvious about the attachment or to clarify illegible portions of the attachment. The comments are visible to all users.

Active

The active checkbox controls if the attachment is visible to all users or not. When checked a green check is displayed in the attachment list, when unchecked the attachment is flagged with a red “X” and is sorted to the bottom of the attachment list. Attachments are not deleted; they are hidden from the authorizers and approvers, but are always visible to the preparers and the travel office.

Locking

The travel office has the ability to lock an attachment so no further changes can occur to that attachment. If they review an attachment and want to prevent further changes then they can uncheck this checkbox and it will appear in “View” mode to all other users.

Save

The save button will activate once you have changed something on the attachment. If you forget to click “Save” and click on another attachment, the system will prompt you to save the attachment before leaving the current attachment.
Copier/Scanner Instructions

The campus copier/scanners vary slightly between models, however most models are very similar in how they look and the labels on the buttons. There may be differences in the location of the buttons or the order that the screens appear, but these instructions should serve as a reference for scanning with these machines.

Suggestion: Use this scan button NOT the start button.

The reason is that pressing the “START” button will work, but you might not get to see all of the setting screens to see how your scan is set up. Sometimes the digital “SCAN” button is covered by multiple settings screens. Click “OK” through those screens to start the scan.

Most copy/scanners will be set to “Copy” by default. To get ready to scan press the “Scan” button.
The scans will be emailed to the user so select “E-mail”.

This screen allows the recipient of the email to be selected. Many copiers already have names and email addresses saved, so select your name from the list. Use the Up/Down buttons on the right side to move through the list and press the envelope and @ symbol next to your name to select it.

If your name is not in the list then you can type in your email address by pressing the “INPUT @” button and typing it in.

To save your email address follow these steps:

1) Press “User Function”
2) Choose “Address”
3) The saved names will appear
4) Scroll down until you find an empty space
5) Click on the empty space
6) Press “Entry”
7) Type your first name, last name, and email
8) Press Ok
Once the email has been selected (0001 next to the address means there is only one recipient) select “OK” to continue.

Depending on the model of your copier/scanner this screen may appear first or second.

The important options here are the file format, use only “PDF” or “TIFF”. Tiff will result in an image scan and pdf will be a document scan. Only “PDF” allows multiple pages to be scanned together.
Selecting “MULTI” or “SINGLE” will determine if each page you scan is grouped together into one document (MULTI, for PDF only) or each page is separated into a different file (SINGLE, PDF or TIFF). You can use whatever combination of settings is necessary for what you are scanning, however most of the time “PDF/MULTI” will be the recommended settings.

Click “OK” to continue.

Click the blue “SCAN” button on the screen.

You may need to check the settings on the scanner. There is usually a “Settings” button on the right side of one of the screens.
Clicking it will show additional settings. The most important one is that the 200dpi option is selected.
APPENDIX C: TRAVEL REIMBURSEMENT CHECKLIST

Before turning in a travel reimbursement, please check the following:

1. _____ Departure/Return dates & times are indicated and correct.

2. _____ Mileage is $0.575 per mile (effective for travel that has occurred on or after January 1, 2015). This rate may be paid from state, auxiliary and grant funds only when the round trip does not exceed 100 miles or when a state-owned vehicle is not available and the unavailability is documented by the department and Central Motor Pool (CMP). Documentation must be included to show that a state car was not available. Note: CMP will not provide a state vehicle if it will be parked at a mass-transit location more than four days and three nights. If this is clearly documented (ex. dates and airport location) on the travel request form, a notice of unavailability from CMP is not required by the Travel Office. Mileage is $0.30 per mile (effective May 1, 2010) for employees paid from state, auxiliary and grant funds who choose to use a personal vehicle when a state-owned vehicle is available.

3. _____ The reimbursement form has the Department and Vice Chancellor signatures.

4. _____ The Airline Ticket Receipt is included if the traveler purchased the airfare. If they did not purchase the airfare and it was prepaid by the University, PLEASE DO NOT INCLUDE the itinerary or ProCard copy.

5. _____ Receipt is included for the registration paid by the traveler. If they did not pay for the registration and it was prepaid by the University, PLEASE DO NOT INCLUDE the registration or ProCard copy.

6. _____ The Hotel bill shows a -ZERO- balance and the rate charged is the SINGLE RATE. If a ProCard was used, PLEASE DO NOT INCLUDE the hotel bill or ProCard copy.

7. _____ All expenses claimed must have original receipts.

8. _____ If reimbursement is being submitted more than 30 days past the last day of travel, a memo stating why the reimbursement is late is required. The memo MUST be signed by the department chair and the Vice Chancellor approving the late submission and reimbursement.

9. _____ Excess meals must have itemized receipts and FOAPAL that allows excess meals.
10. _____ Traveler’s Banner ID number is listed on the Manual Travel Form.

11. _____ Personal phone calls are allowed every second night of stay when travel is outside the continental US (up to $5.00).

12. _____ Internet charges are allowed for business purposes only and it is noted on the receipt, no set amount.

13. _____ Remove any insurance charges and any upgrades on a rental car receipt. Additional driver expense is allowed if the additional driver is an employee.

14. _____ Meeting agenda is included to determine if any meals were provided. Agenda must show place and dates. If the event does not have an agenda, please state, NO AGENDA PROVIDED and indicate if meals were provided or not.

15. _____ Prior approval in Section One has traveler’s and supervisor’s signature. Foreign travel also needs the Vice Chancellor signature.

16. _____ Foundation accounts need to be signed off by the Foundation Budget approvers before coming to the travel office to be processed.

17. _____ Add an explanation in comments to any rate exceptions.

18. _____ Blanket Travel must be submitted to the Travel office by the last day of the following month.
# APPENDIX D:
## ACCOUNT CODES

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<th></th>
<th>In State</th>
<th>Out of State</th>
<th>Foreign</th>
<th>Non Employee</th>
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<tr>
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<td>Ground</td>
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