Travel Procedures Manual
Revised January 11, 2019

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 convenience, links to the travel related PRRs 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 (Manual) serves as both a reference guide and a procedures manual. The Manual includes detailed travel requirements related to University PRR’s, State and Federal laws and various regulatory agencies; therefore, it 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 and Part II provides step-by-step guidance in completing online travel and manual forms.

The ECU online Travel Request System (TRS) located on Pirate Port should be used to request and document all authorizations to travel (regardless of the method of payment (ProCard, reimbursement, direct payment, etc.) for travel costs. The TRS documents the request and approvals to travel and the complete costs to the University for the trip. Those without access to the TRS, such as non-employees and non-students, must use the Manual Travel Authorization/Reimbursement for Travel Form located on the Travel Office Website. No other form may be substituted for this form.

Registration for travel training is available via the Cornerstone Employee Training Portal. Employees should select the “Faculty/Staff Login and sign in using his/her Pirate ID and passphrase. Using the search option located in the upper right corner of the screen, enter “travel training” and click the search button to display the results. Select “Travel Training”, review available training dates and times, and click on the “Request” button to register for a session.

University employees are encouraged to use the most economical means of travel and to use a ProCard for their travel needs. Applications for a ProCard are on the ProCard Website maintained by Materials Management. Current ProCard holders may complete and submit the ProCard Travel Upgrade form for travel costs, excluding personal per diem meals, while in travel status. If the traveler chooses to make his/her own travel arrangements using personal funds, the traveler will be reimbursed AFTER the travel is completed and the traveler has submitted a completed, approved travel reimbursements request with required documentation.
Unless specified, the Director of Athletics has the same travel approval authority as a vice chancellor.

Also, please refer to the updated Frequently Asked Questions 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. (Please see Appendix C – Clarification of Lodging Options.) 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, research collaborators, prospective professional employees, spouse/partner/dependent (when appropriate), students on official University business including students traveling to fulfill a course requirement for academic credit, attendants of handicapped University employees, and volunteers traveling on official University business. This regulation also describes Internal Revenue Service requirements.

Exceptions to Travel Procedures Manual

On occasion, a department may need an exception to one or more sections of the 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 paid from grant funds will normally follow University policies and should 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. The Office of Grants and Contracts (OGC) must approve all exceptions.

U.S. Flag Carrier Service and Fly America Act - U.S. law, 49 U.S.C. 40118, known as the Fly America Act, requires travelers whose air travel is being financed by the U.S. government (direct Federal funding, Federal flow-through funding, etc.) to use U.S. flag air carrier service for all air travel (domestic and international) when available. The Federal Travel Regulations Sections 301-10.131 through 301-10.143 define U.S. flag air carrier service and provide specific exception criteria for the use of non-U.S. flag air carrier service. Please consult with OGC in advance of booking any foreign air travel to avoid any potential issues and/or disallowed costs related to the Fly America Act.

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 below. 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 that prevent the traveler from complying with the 30 day requirement. (I'm too busy, receipts were misplaced, other work-load priorities, etc. are not extenuating circumstances.) The respective vice chancellor must approve the request and a memorandum of explanation. 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) person with 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 approver) with 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 – shows a screen shot of the travel reimbursement form as seen at each signature level in the online TRS.

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 assigning the correct signatures and form.

Non-Employee Out-of-State Travel – assign this distinction when the traveler is not employed by the University and he/she is 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 him/her that a travel form in the TRS is awaiting a signature or another action.

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 uphold the rules and regulations of the State of North Carolina and the University regarding travel related reimbursements.

Print – when selecting PRINT in the TRS, the following options are available:
- Travel Request – prints the entire travel reimbursement form (not attachments)
- Travel Authorization – prints the “pre-travel” portion of the reimbursement form
- Paper – prints the travel reimbursement form (not attachments)
- PDF – allows the travel reimbursement form (not attachments) to be saved in a PDF format. Once saved, the PDF file can be attached to an email or retained for future use. The PDF file will not be editable.

Refresh – Updates the travel form in the TRS with all the most recent edits.
Signatures - must be assigned to authorizers that have the authority 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. The employee’s department head must approve exceptions to this policy.

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. (See Transportation – Personal Vehicles.)

**Travel Authorization**

All University travel, regardless of the method of payment and 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 a vice chancellor must submit pre- and post- travel reimbursement requests to the vice chancellor, or designee, for approval. All travel authorizations and reimbursement requests, except for those of vice chancellor direct reports, must be approved by a minimum of two people upward in the organizational hierarchy (not including budgetary approvals). The traveler’s vice chancellor, or designee, must approve in advance all out-of-country travel. The traveler’s vice chancellor, or designee, and the Vice Chancellor for Administration and Finance, or designee, must approve in advance the use of charter aircraft and the use of aircraft owned by a state employee. The Director of Athletics must approve in advance the use of charter aircraft, and the use of aircraft owned by a state employee for athletics team travel.

No one may approve his or her own travel.
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](#), such as per diem meals, 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, alternative proof of payment must be provided – such as a copy of the front and back 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 47.

Registration

The ECU ProCard is the preferred method for paying registration fees. If the ProCard cannot be used, registration may be paid via Port, or the traveler may pay and request reimbursement on the Travel Request. If registration reimbursement is 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 the registration was paid.

Fees and Service Charges by Travel Agents

With sufficient justification and documentation along with approval from 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 reporting requirements when personal and business travel are combined. The traveler should prepare and sign a Combined Business and Personal Travel Memo (memo), located on the Travel Office Website, indicating there are no additional costs to the University for the personal portion of the trip. The traveler must provide documentation (ex. an analysis of expenses breaking out business costs and personal costs) to support the “no additional cost” statement. The supervisor and department head should sign the memo indicating they have reviewed the written documentation and agree no additional costs were incurred by the University because of the extension of the trip for personal reasons. The memo (not the analysis) should be sent to the Travel Office with the travel reimbursement request. If the ProCard was used, the memo should be sent to the ProCard Office along with the 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 page 71) 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 be submitted.

Transportation

University travel should be conducted in the most efficient manner and at the lowest and most reasonable cost to the University. Often, the most practical mode of travel is by passenger vehicle. Per the State Budget Manual, the mode of travel by passenger vehicle, whether in-state or out-of-state, should be considered in the following order:

- Maximize the utilization of state (University-owned) or Central Motor Pool (CMP) vehicles,
- Make use of State term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Service), and
- Reimburse for use of personal vehicles on a limited basis and carpool whenever possible.

State (University-owned) Vehicle

General

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

**Rental Vehicles**

If a state vehicle is not available, make use of State term contracts for short-term rentals. The ECU ProCard is the preferred method for payment of rental vehicles. Rental vehicles may be used with the prior approval of the department head or his/her designee. It is the responsibility of the traveler and the department to make sure the travel is conducted in the most efficient manner and at the lowest and most reasonable cost to the state. Rental vehicles are not to be used at University expense solely for the convenience or personal preference of the employee. Actual rental vehicle charges up to the mid-size rate, or the higher least expensive rate if mid-size rate is not available, (The traveler must demonstrate no other vehicles were available at the mid-size rate), are reimbursable if a ProCard cannot be used and when required for inter-city travel when no other available mode of transportation is practical. The ECU ProCard may not be used and 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 contracts with several specific rental car companies that authorize ECU employees to utilize them for business use. This process is described fully in the Guide to Materials Management and Purchasing on [Material Management’s website](http://www.pandc.nc.gov/975b.pdf) and begins with a request for a motor pool vehicle through the [ECU Central Motor Pool](http://www.pandc.nc.gov/975b.pdf). If a motor pool vehicle is unavailable and it is less expensive to receive a rental vehicle versus receiving mileage reimbursement, the motor pool will reserve a rental 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. The traveler will be reimbursed for actual rental charges up to the mid-size rate, or the higher least expensive rate, if the traveler can demonstrate no other vehicles were available at the mid-size 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/975b.pdf](http://www.pandc.nc.gov/975b.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 by the University or reimbursed to an employee.

Conditions
Renters must adhere to the following conditions:

- Use of the ECU ProCard is the preferred method for payment of car rentals. The state contract must be used for rental cars when appropriate and travel is in North Carolina. Please see the Guide to Materials Management for contract details.
- The University will not pay or reimburse for additional insurance charges. Do NOT accept insurance or extra fees when paying with the ProCard. If paid, the traveler will be required to reimburse ECU and the cardholder will receive a violation.
- A state car must be used, when available. If a state car is not available, then a car may be rented. No reimbursement may be approved for in-state use of a rental car when a state car is available.
- Rental cars for non-employees cannot be prepaid by the University. Travelers visiting ECU are responsible for making their own rental car arrangements due to risk management/liability issues.
- All 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.

The State of North Carolina Motor Vehicle Insurance policy insures private passenger rental vehicles up to a value of $40,000 and rental trucks up to a value of $60,000 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 specified. 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. 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**

Accepting and/or purchasing Personal Accident Insurance will result in an additional fee or surcharge and will be considered personal insurance for the Traveler. Travelers choosing to pay for this coverage will not be reimbursed.

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*(Additional Information Provided by the Office of Risk Management)*

All rental car companies require reservations be held by a credit card. If the ECU ProCard cannot be used, 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 and the appropriate travel request number. The employee must provide a signed 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. Specific questions on driving eligibility should be directed to ECU Central Motor Pool.

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 receiving 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, and 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.

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

- Always get approval from the 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 notify the rental company representative the renter is an employee of East Carolina University and the rental will be used for official state business.

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**Personal Vehicles**

Actual mileage is reimbursable when using a personal vehicle on approved travel. Mileage is measured from the closer of duty station or point of departure to destination (and return). Effective January 1, 2019 reimbursement may be made at the business standard mileage rate
set by the Internal Revenue Service (IRS) of $0.58 per mile if entire round trip is less than 100 miles. If entire round trip is 100 or more miles, reimbursement will be at the NC Office of State Budget Management rate of $0.33 per mile. Reimbursement may not exceed these rates from state, auxiliary and grant funds. If approved by the traveler’s vice chancellor, or designee, and the Vice Chancellor for Administration and Finance, the department may choose another funding source to reimburse the traveler up to the IRS rate of $0.58 per mile. See examples in the “Mileage” section of the Frequently Asked Questions on the Travel Office Website.

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 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 page 71) 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 airfare, 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 and is not allowed to be charged on the ProCard. 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 the traveler’s vice chancellor, or designee, and the Vice Chancellor for Administration and Finance, or designee. The Director of Athletics must approve in advance the use of charter aircraft for athletic’s team travel.
Use of Aircraft Owned by a State Employee

The use of an aircraft, owned by a state employee, on official state business may be considered if all three standards below are met and substantiated in writing with the necessary signed approvals.

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 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 the traveler’s vice chancellor, or designee, and the Vice Chancellor for Administration and Finance, or designee. The Director of Athletics must approve in advance the use of aircraft owned by a state employee for athletics team travel.

Taxis, Private Car Services (ex. Uber), Shuttles and Limousines

The ECU ProCard is the preferred method for payment of taxis, private car services (ex. Uber), shuttles and limousines when practical. The actual costs of fares are reimbursable when required for travel on state business. The traveler should use the most economical mode of transportation.

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.

Parking Fees, Tolls and Storage Fees

Parking fees, tolls and storage fees can be paid with the ECU ProCard when practical and/or 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>$8.40</td>
<td>$8.40</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$18.90</td>
<td>$21.60</td>
</tr>
<tr>
<td>Lodging (actual, up to)</td>
<td>$71.20</td>
<td>$84.10</td>
</tr>
</tbody>
</table>

Rates are subject to change by the State. Please check the Travel Office website for current rates.

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 in advance by the Office of State Budget and Management (OSBM). 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;
Driver of Free Shuttle = no more than $2 per bag.

- Parking/Auto Related: Valets = $2 per car when collecting the car;
  Paid Taxi (and Similar) Drivers = 15% of the base 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 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 allowed 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 and 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 and 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, auxiliary or grant 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

The ECU online Travel Request System (TRS) located on Pirate Port should be used to request and document all authorizations to travel (regardless of the method of payment (ProCard, reimbursement, direct payment, etc.) for travel costs. The TRS documents the request and approvals to travel and the complete costs to the University for the trip. Those without access to the TRS, such as non-employees and non-students, must use the Manual Travel Authorization/Reimbursement for Travel Form located on the Travel Office Website. No other form may be substituted for this form. 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.

All travel falls into one of three categories, In-State, Out-of-State or Foreign Travel. Please note, older examples show rates that were in effect at that time. Please use the current rates in your travel requests.

Special Note Regarding ProCard Use

University employees are encouraged to use the most economical means of travel and to use a ProCard for their travel needs. Employees may use the ProCard for all University travel costs excluding per diem meals while in travel status. If the ProCard was used, please write the travel request number on each receipt and/or provide the number to the ProCard holder. 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 form. The history screen shows a screen print of the travel reimbursement as it appeared each time it was signed. (See Appendix A: Viewing History information.)
b. Attachments are the travel documentation, such as receipts, 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 84.
Special Notes Regarding In-State Travel
In-state travel refers to travel inside the State of North Carolina even if the 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 14.

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 pre-travel and post-travel, must be approved by the appropriate vice chancellor, or designee. No expenses (airline tickets, registration fees, etc.) may be incurred until the vice chancellor, or designee, has approved the foreign travel.

Prior to foreign travel, the traveler should contact the Office of Research Integrity and Compliance 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 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, the option labeled XE Currency Tools is listed.
Select Historical Currency Rates and then choose the currency being converted to US Dollars. Enter the date of the receipt and click the arrow button. A list of currency rates for the currency and date selected will be displayed. Select the US Dollar rate and use that rate to convert the receipt amount from foreign currency into US dollars. Print the page and include it in the travel packet.

If the traveler used a credit card, there may be an international transaction fee. The fee may be included 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.

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Create a Travel Request – On-Line

1. Sign into Pirate Port.
2. Click on Tools at the top menu.
3. In the Finance block click on Travel Request System.
Generally, the first time the Travel Request System is accessed, the “pop-up blocker” will stop it from opening. Click on “Always allow pop-ups from this site”.

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. Select the traveler’s name in the lower section to select.

7. The green check mark indicates the travel system has validated the name selected.

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, choose the state and city from the drop down options; when the destination is considered foreign, the city, country, etc. must be entered.
11. **Departing:** Enter the expected date and time of departure. 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 to be requested for reimbursement after the trip ends.

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

13. **Per Diem:**

   **VERY IMPORTANT:**

   The response must be “Yes” if a reimbursement request exceeds the State allowed per diem rates for meals or hotel. The response would be “No” if the traveler will only receive Per Diem for meals or hotel. 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 required at the department level. It is helpful for budget purposes.

15. **Contact While Traveling:** Family member contact information is mandatory for foreign travel and optional for domestic travel. Information entered here is only visible by the Travel Office.

16. **Explanation:** This section allows the preparer/employee to document the business purpose of the trip and the funding source if required by department approvers. The font color and size may be changed if desired.

17. **Click** **Save.**

The request form will open and the Travel Request # is now viewable in the top left corner of the screen. The next step in the pre-approval process 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 so names and Pirate ID’s can be entered for each category of approver. The appropriate signatures must be assigned on each travel form. The appropriate Budget Authority can assist with identifying the name to be added to the travel request and the appropriate order. If grant funds will be used, the name and Pirate ID of the appropriate grants officer must be included. **If the request is for foreign travel, you must include the appropriate vice chancellor, or designee, as an authorizer.**

You may enter as many authorizers as needed to meet a department’s requirements. If authorizers are entered out of order, the order may be changed within the group by clicking and dragging the authorizers 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**. An e-mail will be sent to the traveler for him/her to sign. To go back to the request, click **View** and 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 person in the queue. All signatures must be obtained BEFORE the first day of travel.

Once all the approvers have signed, the pre-approval request is complete. If the traveler’s department requires detailed estimates on the pre-travel authorization, add the estimated expenses in Section Three as if doing the reimbursement. Do this prior to sending the request through for pre-approval signatures.

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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 department for any internal deadlines. Once the traveler has returned from a trip, he/she should submit to the preparer the original receipts and the agenda, if applicable, within five 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 bill.
   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. Any foreign travel expenses should be converted to USD if needed.

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Enter Expenses in Section Three

7. **MILEAGE**

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

   ![Section Three: Expenses screenshot]

   The **Add Expense** window will open; add the details of the expense.

   ![Add Expense window screenshot]

   b. **Filter Expenses**: Choose the appropriate travel type from the drop down box.

   c. **Expense Type**: Choose the expense, the screen choices will change based upon the filter chosen.

   d. **Payment Type**: Select **Reimbursement**. If a state Car was used for the trip, choose No Fee.

The Add Expense screen will change when a mileage Expense Type is chosen, for all other expenses the screen will stay the same.
Mileage can be entered in one of two ways. (1) Enter an expense for each leg of the trip, such as mileage to the destination and then the return mileage; or (2) pick a date (such as the first day of the travel) and enter the total mileage. Each expense line can only accommodate one mileage rate so a per day mileage of over 100 miles will result in more than one entry regardless of which way you choose to enter the mileage expense.

- **Amount**: The Amount will be calculated once the mileage and mileage rate are entered.
- **Date**: Enter date of travel.
- **Origin**: Choose city of departure. This will usually be Greenville unless the employee’s duty station is not ECU. (See page 12 for more information.)
- **Destination**: Choose city of destination.
- **Mileage**: Enter the mileage using the State approved mileage chart provided in Appendix F 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**: The IRS business standard mileage rate will auto populate (currently $0.58) for a round trip less than 100 miles. If the round trip mileage is more than 100 miles, the rate is $0.33 per mile. See page 19 for personal vehicle use and the Mileage Rate Calculator on the [Travel Office Website](#).

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

l. Click **Save**.

m. **Repeat**: Steps A to L for the second mileage rate if applicable.

n. Click **Save**.

Below is an example using The Mileage Rate Calculator located on the [Travel Office Website](#) followed by additional mileage examples.

<table>
<thead>
<tr>
<th>Date Began Travel</th>
<th>Date Return Travel</th>
<th>Total Round Trip Miles Traveled</th>
<th>Mileage eligible for the IRS Business Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/03/19</td>
<td>04/06/17</td>
<td>736.0</td>
<td>For Trips 100 Miles or Less</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Miles Traveled</th>
<th>IRS Business Standard Rate Per Mile For Trips Under 100 Miles</th>
<th>Office of State Budget and Management Rate for Trips Over 100 Miles</th>
<th>Reimbursement at IRS Business Rate</th>
<th>Reimbursement at the Office of State Budget and Management Rate</th>
<th>Total Mileage Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>736.0</td>
<td>$0.580</td>
<td>$0.330</td>
<td>$0.00</td>
<td>$242.88</td>
<td>$242.88</td>
</tr>
</tbody>
</table>

* For Blanket travel, enter # of miles per day
8. REGISTRATION

a. Click **ADD EXPENSE**.

![Add Expense dialog box](image)

b. Choose the appropriate expense filter from the drop down box.

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

d. **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 the date it was paid.

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

f. Click **Save**.

9. MEALS

Reference the agenda or conference brochure to ensure reimbursement is not 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 $66.40. If traveling out of state but eating a meal in state while in route, change the meal amount to the in-state rate. See page 24 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. 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. One or more expenses in Section Three can be removed by clicking on the expense in the Expense Name column. When a window opens, select the Delete option. For example, the conference fee may have included breakfast on the second day of the conference. The breakfast on the second day must be deleted if it was created using the “through” feature.

h. Repeat the process for Lunch and Dinner.

10. **HOTEL**

Each night’s expense can be entered separately. Multiple days can be entered by using the “through” check box or enter as one lump sum. This feature 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 expenses.

If the expense was paid via ProCard or Direct Payment the payment type should be reflected as such. If no hotel reimbursement is requested, choose **No Fee** and enter 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.
11. 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:

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.

12. ADJUST EXPENSES

If an estimate of expenses was entered before the actual trip, the actual expense amount must be adjusted and comments for each expense must be updated before submitting the travel package for reimbursement.

   a. Click on the expense in the **Expense Name** column. The preparer will be directed to the **Edit Expense** screen where the entry can be edited, saved and/or deleted.

   b. If any changes are made to the expenses in Section Three after the FOAPAL was entered in Section Two, the preparer must go back to Section Two and adjust the FOAPAL.

13. FOAPALS
Enter FOAPALs in Section Two

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

The **Add Foapal** screen will open.

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** to automatically populate each expense FOAPAL.
f. Click **Add**.
Below is an example of how Section Two should appear.

13. **ADJUST FOAPAL**

   a. To adjust the FOAPAL, click on the Account name of the entry to open up the **Edit Foapal** screen. The entry can be edited, saved and/or deleted.

   b. If any changes are made to the expenses in Section Three after FOAPAL(s) are added in Section Two, the FOAPAL information in Section Two must be adjusted.

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 FOAPAL](image)

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

![Example 2 FOAPAL](image)

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

![Example 3 FOAPAL](image)
Example 4: This example shows an expense that was attached to a FOAPAL:

Examples 3 and 4 indicate that the form needs to be updated by selecting the “Update Amount” option. Only amounts that have been changed will be updated. Open the FOAPAL entry and click on Update Amount.

Example 5: This example shows what happens when an expense attached to a FOAPAL is deleted.

Continue through all ACCOUNT Codes to pick up all changes.

15. If the traveler spent more than the Travel Office will reimburse, enter the total cost to the traveler. In the comment section for each expense, enter an explanation as to why the Travel Office is limiting the reimbursement. For example, funding may be limited or only specific items are reimbursable – such as meals. The unpaid amount will appear in the Total Reimbursement block as a Non-Reimbursed Expense. If there are any such expenses, enter only the amount per FOAPAL to be reimbursed.
Example 6: This example shows that the mileage is entered as an expense but is not being reimbursed.

![](image)

### Add Reimbursement Approval Signatures

Add reimbursement approval signatures in the same manner pre-approval signatures were added - except that these signatures are added to the **EXPENSE AND BUDGET APPROVAL** section. Add the Traveler, Budget Authority and Approver Signatures using the same process in steps 18-22 of the pre-approval process on page 35.

### 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), do not include a copy of the registration receipt. If the traveler paid and is requesting reimbursement, 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.), do not include a copy of the itinerary or payment method. If the traveler is requesting reimbursement, a copy of the itinerary and proof of payment by the traveler must be included and any sensitive information must be 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.**

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**How To Process Travel - Manual Form**

Manual forms should only be used for people who do not have access to the online Travel System, such as non-state employees (ex. candidates).

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

Please verify all the rates in the form’s formulas 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>Department Name: Financial Services</td>
</tr>
<tr>
<td>Traveler’s Name: Mary J. Joe</td>
</tr>
<tr>
<td>Traveler’s Permanent Address: 123 Main St.</td>
</tr>
<tr>
<td>ECU Address: Financial Services MS 203</td>
</tr>
<tr>
<td>Destination and Purpose of Trip: Raleigh, NC To attend the American Accountants Association Conference</td>
</tr>
<tr>
<td>Approval Signature (Print &amp; Sign): Date</td>
</tr>
<tr>
<td>Approval Signature (Print &amp; Sign): Date</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 (Print &amp; Sign)</th>
<th>Date</th>
<th>Phone Number (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Smith</td>
<td>12/1/2016</td>
<td>252-328-1234</td>
</tr>
</tbody>
</table>

4. If the department requires detailed estimates on the pre-travel authorization, add the estimated expenses in Section Three as if the estimated amounts were actually being requested for reimbursement.

5. The traveler’s signature box in Row 4 is pre-marked “N/A” and is not required for non-state employees. Route the Travel Request to the appropriate persons to obtain approvals in Row 5 authorizing travel. Obtain all signatures **BEFORE** the first date of travel. **Foreign Travel must be signed by the appropriate 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 department for any internal deadlines. Once the traveler has returned from his/her trip, the traveler 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 bill
   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, add “no agenda” in the explanation box.

5. 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. Enter the expense in the appropriate column. If additional lines are needed, add them on the Extra Travel tabs and amounts entered will be added into the totals at the bottom of expenses.

---

6. **TRANSPORTATION**

*Mileage* should be entered as below:

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 12 for more information)

b. Enter the destination city in the “To” section.

c. On the first line, enter the number of under Private Car Miles using the State approved mileage chart provided on Appendix F 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.
e. For Air, Other or Rental fill in the total amount of the expense. Other can be used for train, bus or gas.

Below is a sample of The Mileage Rate Calculator located on the Travel Office Website and some mileage examples.

![Mileage Rate Calculator](image)

7. **SUBSISTENCE**

**Meals** should be checked on the agenda or conference brochure to ensure reimbursement is not 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 for additional details on meals while traveling.

An employee may be reimbursed, if requested, for breakfast even if the 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 and 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), simply type in the amount. List only the room and taxes under subsistence. Additional allowable charges on the hotel bill such as parking or internet should be listed under other.

8. OTHER

a. List all other expenses that do not fall under transportation or subsistence.
b. 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 enter the FOAPAL. Obtain the Fund and Org codes from the department budget authority as well as the Program, Activity and Location codes if required by the department. The Account codes are associated with the expenses entered. A complete list of travel account codes is in Appendix E.

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. For example, 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.

12. If estimated expenses are adjusted or if reimbursement amounts are changed, always adjust the “Other” amount under Special Travel Reimbursement. The Lodging, Meals and Airline will adjust automatically.

13. If totals for Section Two do not match entries in Section Three, the message, “ERROR”, will be displayed at the bottom of the page. Check the totals to ensure amounts were entered correctly. Once the amounts in both sections match, the “ERROR” will go away.

Reimbursement Approval Signatures

Do not have the traveler 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 approvers 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), do not include a copy of the payment method. Simply note the payment method on the travel request. If the traveler paid and is requesting reimbursement, 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.), do not include a copy of the itinerary or payment method. If the traveler is requesting reimbursement, 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 it is known 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 under-graduate 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, it can be held and added 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 appropriate 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 because of 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 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 the prior months’ payments. (See Appendix A: Viewing History.)

Create A Blanket Travel Request – On-Line

1. Sign into Pirate Port, create the request and add the traveler. (See page 32).
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”. Include additional information such as funding source, business purpose, etc. if desired.
5. Click **Save**.
6. Add pre-approval signatures, (see page 35) **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 37 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 **Forms**:
2. Follow the steps on page 49 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 50 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.

Special Notes for Processing NFRs

a. NFR travel can be used for employees and non-employees.
b. NFR travel 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.

Create A NFR Travel Request – On-Line

1. Sign into Pirate Port and add the traveler and create the request. (See page 32 for steps).
2. In the Explanation section of the Create Travel Request window, explain that the traveler is not requesting funding which can be abbreviated as NFR. If alternate funding from a third party is being provided, please state the source if known.
3. Add pre-approval signatures, (see page 35 for steps.) All signatures must be obtained BEFORE the first day of travel.
4. Add expenses (see page 38 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. If a direct payment will be requested, (should be rare), attach a copy of the travel request to the direct payment form along with the invoice. The travel packet will remain with the department. Please do not send to the Travel Office or to the ProCard Office. If the ProCard was used, please write the travel request number on each receipt and/or provide the number to the ProCard holder.
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 the preparer’s list of travel
requests. Only the Travel Office can unlock a locked travel form. Please contact the Travel Office in the event the preparer needs 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 49)

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 the departmental files.

4. When the traveler returns, enter or change expenses (see steps on page 50) 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. If the ProCard was used, please write the travel request number on each receipt and/or provide the number to the ProCard holder.
Cancelled Travel

When a traveler must cancel his/her trip, treat the Travel Request similar to 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, charges and any rebooking fees. 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 a refund is issued by check, request that the check be 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 the 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 a cancelled airfare is being used to book another trip for the traveler, the airline will normally charge a fee for rebooking. The fee for rebooking is allowed on a University ProCard unless the cancelled airfare was for the convenience of the employee. 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 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.

----------------------------------------
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, research collaborators, prospective professional employees, spouse/partner/dependent (when appropriate), students on official University business including students traveling to fulfill a course requirement for academic credit, attendants of handicapped University employees, 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 appropriate expense rate. For example, use the in-state rate when the expenses are incurred in North Carolina. Use 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 the 2nd visit.
- c. Spouse/Partner is allowed on the 2nd visit only. (Must use non-state funds). A separate Banner ID and travel request for the spouse/partner is required only if the spouse/partner will be reimbursed.
- 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 other funding sources are available, check with the appropriate budget authority regarding what expenses may be paid from those funds.

Meals are allowed at the appropriate 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 Contractual Services Payment Request (CSPR) 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. Provide the traveler with a self-addressed envelope so the traveler can mail the preparer the original receipts for airfare, parking, and baggage checked, etc. Inform the traveler original receipts are required as soon as possible in order to meet the reimbursement deadline.

Email or fax to the traveler the completed travel reimbursement form for 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. If the traveler does not have a Banner ID, request one following the appropriate instruction on the ECU Office of Supplier Management website. Send questions to ECU-SUPPLIERMGMT@ECU.EDU or call 737-5325.

Create A Non-State Employee Travel - Manual Form

Once the Banner ID is obtained, a travel request may be processed (as described on page 49) using the Manual Form with a few differences.

1. The traveler’s signature for line #5 will not be obtainable BEFORE the first day of travel because the traveler is not here to sign the form and his/her travel will begin prior to arrival.
2. Obtain the usual approval signatures.
3. Use the ProCard and write the travel request number on each receipt and/or provide the number to the ProCard holder.
4. Once the traveler has returned home, the traveler should mail the preparer the original receipts for the reimbursement and the signed form.

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

6. Attach a copy of the traveler's 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. The appropriate vice chancellor, or designee, may approve an exception to the $50,000 salary amount. Travel advances greater than $5,000 require the approval of the Vice Chancellor for Administration and Finance or the Senior Vice Chancellor for Academic Affairs, or designee. Travel advances greater than $5,000 for athletic team travel require the approval of the Director of Athletics. 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, or designee, 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 semester’s 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 when a personal car is used and per diem meals, parking, etc., that cannot be paid with an ECU Pro-Card. Registration, airfare and hotel costs can be paid with an ECU Pro-Card. 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 online 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 Pirate Port, create the request and add the traveler. (See page 32).
2. Add pre-approval signatures (see page 35).
3. Enter all estimated expenses in Section Three.
4. Enter the FOAPAL in Section Two (see page 44) but only use the Travel Advance account number (12450). The system will calculate the 80% allowed.
Add signatures for the Expense and Budget Approval section. All signatures are required 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. Send the following items to the Travel Office:

   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 expenses were overestimated, a traveler will have to repay the University the portion of the advance that exceeded actual expenses. Please consult with the Travel Office before issuing a repayment check to the University to ensure the amount to be repaid is calculated correctly.

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

**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.

<table>
<thead>
<tr>
<th>Fund (6)</th>
<th>Orgn (6)</th>
<th>Acct (5)</th>
<th>Freq (4)</th>
<th>Adv. (opt)</th>
<th>Loan (opt)</th>
<th>Amount</th>
<th>Paid</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>120001</td>
<td>592301</td>
<td>12450</td>
<td>0000</td>
<td>$269.44</td>
<td>$0.00</td>
<td>$269.44</td>
<td>Yes</td>
<td>06/02/2014 01:58 PM</td>
</tr>
<tr>
<td>120002</td>
<td>592301</td>
<td>73219 (Out of Country Transportation - Ground)</td>
<td>0000</td>
<td>$1,700.65</td>
<td>$0.00</td>
<td>$1,700.65</td>
<td>Yes</td>
<td>06/02/2014 01:58 PM</td>
</tr>
<tr>
<td>120003</td>
<td>592301</td>
<td>73222 (Out of Country Transportation - Other)</td>
<td>0000</td>
<td>$234.91</td>
<td>$0.00</td>
<td>$234.91</td>
<td>Yes</td>
<td>06/02/2014 01:58 PM</td>
</tr>
<tr>
<td>120004</td>
<td>592301</td>
<td>71323 (Out of Country Sub Lodging)</td>
<td>0000</td>
<td>$206.65</td>
<td>$0.00</td>
<td>$206.65</td>
<td>Yes</td>
<td>06/02/2014 01:58 PM</td>
</tr>
<tr>
<td>120005</td>
<td>592301</td>
<td>75249 (Out of Country Sub Meals)</td>
<td>0000</td>
<td>$1,194.00</td>
<td>$0.00</td>
<td>$1,194.00</td>
<td>Yes</td>
<td>06/02/2014 01:58 PM</td>
</tr>
</tbody>
</table>

Please follow reimbursement steps on page 37 and page 44 to add and adjust expenses and FOAPAL and submit to Travel Office.

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

**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>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cowan, Ann H</td>
<td>$1,037.00</td>
</tr>
<tr>
<td>02/22/2013 12:58 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: $0.00</td>
<td>Reimbursement: $1,296.00</td>
</tr>
<tr>
<td>Subsistence Expenses: $0.00</td>
<td>Pre-Paidursed Expenses): $0.00</td>
</tr>
<tr>
<td>Other Expenses: $1,296.00</td>
<td>Expenseituation: $1,296.00</td>
</tr>
<tr>
<td>Expense Total: $1,296.00</td>
<td></td>
</tr>
</tbody>
</table>

SECTION FOUR: PAYMENTS

<table>
<thead>
<tr>
<th>02/22/2013</th>
<th>Direct Deposit Advance for $1,037.00</th>
<th>Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel</td>
<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>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cowan, Ann H</td>
<td>$1,037.00</td>
</tr>
<tr>
<td>02/22/2013 12:58 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>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Expenses: $0.00</td>
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</tr>
<tr>
<td>Subsistence Expenses: $0.00</td>
<td>Pre-Paidursed Expenses): $0.00</td>
</tr>
<tr>
<td>Other Expenses: $1,296.00</td>
<td>Expenseituation: $1,296.00</td>
</tr>
<tr>
<td>Expense Total: $1,296.00</td>
<td></td>
</tr>
</tbody>
</table>

SECTION FOUR: PAYMENTS

<table>
<thead>
<tr>
<th>02/22/2013</th>
<th>Direct Deposit Advance for $1,037.00</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:  TV0073560</td>
<td></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 one is available. If an ECU copier/scanner is used, the files will be sent email and if a desktop scanner is used, the files will be saved directly to the 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 a group of pages together (like an agenda) need to be grouped together, select the Pdf/Multi option. 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 is 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. Typing the page number in the “pg#” box and pressing enter will automatically navigate to that specific page.

The scroll wheel on the mouse may be used to navigate on screen. If there is a scroll bar displaying, the scroll wheel will move the document up and down. If there are no scroll bars displaying, 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 do not 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 diem Hotel: hotel bill with zero balance, online reservation forms

Transportation:
  Airline: itinerary, proof of payment  
  Mileage: MapQuest and mileage log  
  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.

Using the “Scan” option is preferable to using the “START” button as the “Scan” option will display all the setting options. 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”.

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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 the traveler’s name to select it.

If the traveler’s 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). 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.

Check/verify 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.
## Clarification of Lodging Options

<table>
<thead>
<tr>
<th>Type of Lodging Establishment</th>
<th>3rd Party Lodging?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel/Motel</td>
<td>No</td>
</tr>
<tr>
<td>“Serviced” Apartments - apartment style accommodations but operated in a similar manner as a</td>
<td>No, but institution should give careful consideration to cost</td>
</tr>
<tr>
<td>hotel (e.g., Marriott Residence Inn, Extended Stay America)</td>
<td></td>
</tr>
<tr>
<td>Time Shares - Apartments or Condominiums owned by an individual or the Resort Company available for sublet (may or may not require lease agreement)</td>
<td>Yes</td>
</tr>
<tr>
<td>Campgrounds/Conference Centers - cabins, villas or bungalows owned and operated by a private company or nonprofit (e.g., 4-H) (usually handled in the same manner as a hotel reservation, typically charge daily or weekly rates)</td>
<td>Yes</td>
</tr>
<tr>
<td>Tourist Homes - Apartments, homes, beach cabins, etc. owned by an individual but rented through a &quot;Vacation Rental&quot; type booking agency (usually require lease agreement)</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Residence - House, cabin or apartment owned by an individual and available for lodging via a lease agreement.</td>
<td>Yes</td>
</tr>
<tr>
<td>Campus Dormitory (e.g., when a professor stays in a dormitory as part of a study abroad arrangement)</td>
<td>No</td>
</tr>
</tbody>
</table>
## Characteristics of Third Party Lodging Establishments

(List shows typical characteristics and should not be viewed as a checklist of requirements)

<table>
<thead>
<tr>
<th></th>
<th>Hotel</th>
<th>3rd Party Lodging Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Agreement</td>
<td>Not required</td>
<td>Usually, but sometimes a pre-registration/rental agreement is used instead.</td>
</tr>
<tr>
<td>Cleanings</td>
<td>Daily (included in price)</td>
<td>Usually not included in price; but cleaning fee is often a required additional charge</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>Not required</td>
<td>Usually required</td>
</tr>
<tr>
<td>Utilities</td>
<td>Included in Daily Rate or Surcharge</td>
<td>Usually included in rate, but specified in rental agreement if not</td>
</tr>
<tr>
<td>Rate</td>
<td>Daily</td>
<td>Usually weekly or monthly; when daily rate is available, rate is often higher than weekly or monthly rate</td>
</tr>
<tr>
<td>Minimum Stay?</td>
<td>Not required</td>
<td>Often Required</td>
</tr>
</tbody>
</table>
APPENDIX D:
TRAVEL REIMBURSEMENT CHECKLIST

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

1._____Departure/Return dates & times are indicated and correct.

2._____Mileage rates effective for travel that has occurred on or after January 1, 2019 are:

   Miles per day of trip $\leq$ 100 miles \$0.58
   Miles per day of trip $>$ 100 miles \$0.17

   Reimbursement may not exceed these rates from state, auxiliary and grant funds. If available, departments may choose another funding source to reimburse the traveler up to the IRS rate of \$0.58 per mile. Reimbursement will not exceed \$0.58 per mile from any fund source.

3._____The reimbursement form has the appropriate signatures.

4._____The Airline Ticket Receipt is included if the traveler purchased the airfare. If the airfare was prepaid by the University, PLEASE DO NOT INCLUDE the itinerary or ProCard copy. If the ProCard was used, please write the travel request number on each receipt and/or provide the number to the ProCard holder.

5._____Receipt is included for the registration paid by the traveler. If the registration was prepaid by the University, PLEASE DO NOT INCLUDE the registration or ProCard copy. If the ProCard was used, please write the travel request number on each receipt and/or provide the number to the ProCard holder.

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. If the ProCard was used, please write the travel request number on each receipt and/or provide the number to the ProCard holder.

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 needs the signature of the traveler’s vice chancellor.

16. ______ Foundation accounts need to be signed 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 E:
ACCOUNT CODES

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