

## MEMORANDUM

TO: Individuals Traveling on University Business

FROM: Loek Helminck

DATE: September 24, 2010

The University Travel Audit Office strictly enforces all its policies. Listed below are several rules of which you should be aware. In order to be reimbursed, you must provide the proper receipts and paperwork to the staff member who handles the account paying for your reimbursement.

Staff member	Grants
Jennifer	All Grant accounts (Ledger 5)
Janice	Department Account (201582)
Nicole	All other accounts (Startup, FRPD, Financial Math, etc.)

A TRAVEL AUTHORIZATION MUST BE SUBMITTED AND APPROVED BY THE DEPARTMENT HEAD PRIOR TO BEGINNING DATE OF TRAVEL. **THIS IS UNIVERSITY POLICY.**

1. **Travel Authorization:** You will need to enter your Travel Authorization through MyPack Portal. If you haven't used this link before, go to [www.mypack.ncsu.edu/](http://www.mypack.ncsu.edu/), click on tab "For Faculty & Staff" – then under Employee Self Service – click on Travel Authorizations. Now you are ready to enter your request for travel – you will need to know the account number you want charged for the travel. When you click submit, the form goes electronically to the department head for approval. The staff member responsible for your account is notified when your travel is authorized.
  - a. **Conference:** If you are traveling to a conference, please include that website in your reason for travel on the travel authorization.
  - b. **Prepaid:** If you are requesting reimbursement for Prepaid Airfare or Registration prior to your travel, the Travel Authorization has to be completed and approved before the reimbursement can be processed. . You must provide a copy of your itinerary along with required receipts for reimbursement. \*\*If you are submitting other receipts after your travel for reimbursement and you were reimbursed for prepaid airfare or registration fee, please remember to tell staff member of the prepayment.
  - c. **Hosting a Visitor:** If you are hosting a visitor that will need a travel reimbursement, please direct them to fill out a Travel Authorization form by going to <http://www.math.ncsu.edu/faculty/index.php> under "Travel and Visitors" – Visitor's Travel Reimbursement Form. They are required to register under the "Visitor Registration Form" and filled out the "Visitor's Travel Authorization" prior to their arrival.
  - d. **Vehicle:** If you plan to travel by vehicle, be sure to check with NCSU Fleet Services for the availability of a state-owned vehicle by going to <http://www.ncsu.edu/facilities/fac-ops/mp/reservations.php> to reserve a state-owned vehicle. Remember to let staff member know whether or not a state-owned vehicle was/was not available (usually will receive an email notification when you request a vehicle). This will determine the mileage rate you are allowed for reimbursement.
    - Since NCSU employees are covered by a **blanket liability insurance policy**, which include rental cars, you will not be reimbursed for any rental car insurance.

2. **Returning from Travel:** Upon return from travel, please take your receipts to the staff member handling your reimbursement, along with your completed and signed travel reimbursement form. This form is found at [www.math.ncsu.edu/faculty/index.php](http://www.math.ncsu.edu/faculty/index.php) under "Travel and Visitors".

⇒ **Please let the staff member handling the reimbursement know if any days of your travel were for personal travel.**

⇒ **Remember to remind the Staff member processing the reimbursement if any expenses were prepaid.**

- a. **PLEASE DO NOT TAPE RECEIPTS TO PAPER** (it's helpful BUT sometimes the tape covers the amounts and Travel Audit complains).
  - b. **Receipts:** To be reimbursed you must provide receipts for everything except meals and mileage.
    - **For Out-of-Country Travel:** please specify what receipts are for (i.e., hotel, taxi, bus, train, etc.).
      - When **converting currency** to USD, use NCSU's recommended converter [www.oanda.com/currency/classic-converter](http://www.oanda.com/currency/classic-converter) and enter the date the purchase was made. Print the conversion to show proof of the currency conversion. Your staff member can tape your receipt to this printout.
    - **Hotel:** Hotel receipts must show your name and a zero balance or you must provide your credit card statement showing proof of payment.
    - **Airline tickets:** Airline tickets either paper or electronic tickets must show your name and proof of payment.
    - **Registration:** Must show your name and proof of payment.
    - **Transportation, tolls, parking, etc:** Must show proof of payment. Most cab and limo drivers have receipt pads to provide you with a receipt. If not, ask driver to write a receipt on a piece of paper and sign/date it for your receipt.
    - **Car rental:** Must include proof of payment. Since NCSU employees are covered by a **blanket liability insurance policy**, which include rental cars, you will not be reimbursed for any rental car insurance.
    - If you **share a hotel room** and are requesting reimbursement, ask for a separate invoice showing your name and per night rates for your cost for sharing a room. Do not use "express checkout" unless the receipt will show a zero balance.
3. If you have charges on your airline receipt for making changes in your airline schedule, you cannot be reimbursed for the charges **unless it benefits the University** – such as changing to a cheaper ticket. **Please provide a written explanation as to why you made the change.**
4. If you have a question not covered on this memo, please contact the staff member in charge of processing your travel reimbursement.

**TRAVEL REIMBURSEMENT REQUESTS MUST BE FILED WITHIN 30 DAYS AFTER THE ENDING DATE OF TRAVEL.**