

MEMORANDUM

TO: Individuals Traveling on University Business

FROM: Loek Helminck

DATE: August 7, 2009

The University Travel Audit Office strictly enforces all its policies. Listed below are several rules of which you should be aware. You must provide the proper receipts and paperwork or you will not be reimbursed. There will be no exceptions. If you have any questions, please see Brad Priser (4138) or Janice Gaddy (4136).

1. TRAVEL AUTHORIZATIONS MUST BE SUBMITTED AND APPROVED BY THE DEPARTMENT HEAD TWO WEEKS PRIOR TO BEGINNING DATE OF TRAVEL. THIS IS DEPARTMENTAL POLICY.

The Travel Authorization and Reimbursement Form can be found online at http://www.math.ncsu.edu/comp_admin/forms.html. To request travel authorization you will need to complete the **top section** (name, travel to, purpose, conference website and source of funding/acct number) and the **Estimated Costs** section online. You will need to click "**Submit Form**" and it will go to Brad or Janice for Department Head approval. It is very important for you to show source of funding (provide grant # if using your grant for reimbursement).

****It is very important that all faculty who travel submit a Travel Authorization and Reimbursement Form – it does not matter whether the department or a grant is funding the travel. It only takes a few minutes to complete the online form and can save time and questions later. Also, when you complete the online form, you can enter your name/date on the traveler's signature line at the bottom and we will not have to get you to sign it before we can get Department Head approval.**

2. A copy of the conference announcement which shows the name of the conference, location, dates, the amount of the registration fee (if any, and showing any meals or banquets included in the registration fee) must be submitted to Brad or Janice with your reimbursement receipts. Registration receipts with "Paid" stamped on the receipt **will not be accepted as an official receipt**. This rule continues to be strictly enforced by Travel Audit.
3. Upon return from travel, please take your receipts (anything except meals and mileage) to Brad or Janice for reimbursement. **PLEASE DO NOT TAPE RECEIPTS TO PAPER (it's helpful BUT sometimes the tape covers the amounts and Travel Audit complains)**. For out-of-country travel, please specify what receipts are for (i.e., hotel, taxi, bus, train, etc.). ****If any part of your travel involves personal travel, please designate the dates to avoid questions later.**

****To be reimbursed you must provide receipts for everything except meals and mileage. This includes hotel (receipts must show your name and a zero balance or you must provide your credit card statement showing proof of payment), airline tickets (electronic tickets must show proof of payment), registration, trains, buses, taxis, limos, tolls, parking, etc. Electronic airline reservation or car rental must include 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. 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.

4. 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.
5. 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.**
6. If you request funds wired overseas through a bank, please fill out the paperwork so that it is obvious where the money is going. For instance, mention the conference name or hotel on the form rather than just the name of the receiving bank.
7. You can be reimbursed for your prepaid airline ticket and registration fee prior to your travel. You must provide a copy of your itinerary along with required receipts for reimbursement. ****If you are submitting other receipts after your travel and you were reimbursed for prepaid airfare or registration fee, please make sure Brad or Janice are aware of it.**
8. Your organization membership dues cannot be paid from state or grant funds. Membership dues are your responsibility to pay.
9. There is a **Visitor’s Travel Reimbursement Form** on our department website (http://www.math.ncsu.edu/comp_admin/forms.html). You can now print a copy of this form for your visitor and have your visitor complete it before taking it to Brad or Janice. (This is an internal form for our benefit in completing the reimbursement.)
10. The University has implemented a new form for reimbursing **visitors and or prospective graduate students**. It is the **Non-Employee Travel Authorization Form and can be found at** http://www.math.ncsu.edu/comp_admin/forms.html. (This is a required University form which we will send to Travel Audit along with your receipts for reimbursement.)
11. For seminar speaker reimbursements, we ask that you complete both the **Visitor’s Travel Reimbursement Form** and the **Non-Employee Travel Authorization Form**.
12. The University has a new travel page that can be used to make travel arrangements, located at: <http://www.campustravel.com/university/ncstate/>.
13. For help in finding answers to any question not covered above, please visit the University Travel Policies website at: <http://www.ncsu.edu/policies/sitemap.php#travel>

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