How To: Travel

The University has an agreement with Bank of Montreal® Diners Club to provide Diners Club/Master Card business charge cards for UNC employees to use when on official travel for the University. The intent of this program is to reduce administrative burdens (including travel advances) and use of personal funds for business travel. By using the Diners Club Card, the traveler is given the option to request reimbursement before the 60-day grace period. All charges to the card are the personal responsibility of the cardholder.

To obtain a Diners Club Card complete the application found at: finance.unc.edu/procurement/systems-and-operations/travel-services/resources.

Questions & Answers

Q: I prefer to drive my own car to a seminar in Washington, D.C. Will I be reimbursed for mileage at the current rate?
A: A traveler is expected to use the least expensive method of transportation. If a State vehicle were available and you chose to drive your own car, you would be reimbursed at $0.30/mile.

Q: May I claim my actual expense for meals if I keep my receipts?
A: Meal expense is an allowance and may not exceed the per diem amounts as determined by the NC State General Assembly.

Q: I am attending a seminar in the Research Triangle Park that lasts two days. May I be reimbursed for meals and lodging?
A: No. Meals and lodging are only reimbursed if the travel destination is at least 35 miles from the closer of your duty station or home.

Allowances

Expenses for employee travel on official business of the University are reimbursed at rates set forth by legislation. The State sets two basic rates: in-state and out-of-state.

The federal Department of State rates are used for out-of-country travel using federal funding and can be found on the U.S. Department of State’s webpage: http://aoprals.state.gov/webf20/per_diem.asp

When using grant funding and requesting allowances based on federal per diem rates, departments are advised to verify first with OSR that the grant allows the use of federal per diem rates.

Student Non-Employee Travel

To comply with the North Carolina Office of State Budget and Management’s Student Travel Policy, all student non-employee travel reimbursement requests must substantiate “the official State business” of the travel.

When submitting travel expense reimbursement requests for student non-employees reimbursement through Web Travel, please include a copy of the completed Student Non-Employee Travel Agreement with both the student’s and Dean/Department Head/ Director’s signatures included. A fillable form can be accessed from the Travel Services Resources page at: http://finance.unc.edu/procurement/systems-and-operations/travel-services/resources

Bank of Montreal® Diners Club

The University has an agreement with BMO Harris Bank N.A. to provide Diners Club/Master Card business charge cards for UNC employees to use when on official travel for the University. The intent of this program is to reduce administrative burdens (including travel advances) and use of personal funds for business travel. By using the Diners Club Card, the traveler is given sufficient time to submit a travel reimbursement request after the trip and receive reimbursement before the 60-day grace period. All charges to the card are the personal responsibility of the cardholder.

To obtain a Diners Club Card complete the application found at: finance.unc.edu/procurement/systems-and-operations/travel-services/resources.

NOTE: The University will reimburse all allowable travel expenses charged to the card prior to the payment due date. Any non-allowable expense will be the personal responsibility of the traveler. The travel reimbursement process remains the same.

As this is a University sponsored card, it must be surrendered when the individual cardholder terminates employment or leaves the department. Cards should be returned to Travel Services, Attention: Travel Team Leader, CB #1230. Cards should be cut in half before placing in campus mail.
Authorized Travel Agencies

Travel Services maintains a relationship with several travel agencies. You may want to interview or visit several of these University-approved agencies, to find one that fits your needs. While there is variety in size and focus, all authorized agencies are fully accredited and licensed, with high standards of professionalism and service. All are members of either the American Society of Travel Agents or the Travel Agents of the Carolinas, or both. All agencies provide free ticket delivery to campus. For a current list of agencies see the Travel Services: Airfare Request page at:


Still have questions about travel or not sure what to do? Send us an email at:

travel_team@unc.edu

CABS is located in the Web Travel system.
It is also referred to as “Airfare Request.”

Airfare Request (CABS) steps:
1. Traveler calls/emails an authorized travel agency and gets a ticket cost estimate.
2. Traveler tells Travel Coordinator flight details.
3. Coordinator accesses Web Travel via ConnectCarolina, selects the Airfare radio button to create the Airfare request, and generate a “C” number (C#).
4. When the C# receives departmental approval, the coordinator calls/emails the authorized travel agency to firm up the reservation providing the agency the approved C# and funding Dept #.

The CABS system will directly charge the specified departmental chartfield without further paperwork. (Traveler does not have to submit a claim for the Airfare.)

Central Airfare Billing System (CABS)

CABS requests are processed within the Web Travel system, a web-based application designed to provide an easy-to-use method for requesting departmental authorization and electronic booking of air travel. The system allows a specified University account to be charged for the cost of an airline ticket when an authorized travel agency issues a ticket against a pre-approved air-travel request. Each designated departmental chartfield will then be charged monthly. Note that