

## Diners Club Program



The University has an agreement with Citibank to provide **Diners Club Business charge cards** for UNC employees to use when on official

travel. The intent of this program is to reduce administrative burdens (including travel advances) and use of personal funds for business travel. By using the Citibank Diners Club Card, the traveler is given sufficient time to receive reimbursement via travel authorization form (provided timely submission). Charges to the card are the personal responsibility of the cardholder.

To obtain a Diners Club Card submit the application found on:

[www.unc.edu/mds/forms/diners\\_enroll.doc](http://www.unc.edu/mds/forms/diners_enroll.doc)

### NOTE:

The University will reimburse all allowable travel expenses charged to the card prior to the payment due date. Any non-allowable expenses 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 person terminates employment. Cards should be returned to Travel Section attention: Travel Coordinator, CB #1230. Cards should be cut in half before placing in campus mail.

For further information see:

[www.unc.edu/mds/ts/diners.htm](http://www.unc.edu/mds/ts/diners.htm)

## Questions and 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 car were available and you chose to drive your own car, you would be reimbursed at \$0.25/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.

For more information

**TRAVEL** on:  
[www.unc.edu/finance/mds](http://www.unc.edu/finance/mds)

&

**The Business Manual**  
[www.ais.unc.edu/busman/tra/trasc.html](http://www.ais.unc.edu/busman/tra/trasc.html)



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

## M&DS

# How To

# TRAVEL

Asset Management - Disbursement Services  
Materials Management & Distribution (MMD)  
Purchasing Services - P-Card - Surplus Property  
Travel Services

**Material & Disbursement Services**  
at UNC-Chapel Hill  
104 Airport Drive  
CB#1100  
Chapel Hill, NC 27599

[www.unc.edu/finance/mds/](http://www.unc.edu/finance/mds/)

## Certified Travel Coordinator

The travel coordinator certification program ensures timely reimbursement of travel expenses and avoids duplication of effort in reviewing the travel reimbursement form. By mutual agreement between a campus unit (a college, school, or department) and the Travel Services office, the shared response travel expense forms will be formally coordinated with the campus unit. The program applies to travel expense forms processed through the InDEPTH Departmental Account System and travel reimbursements processed through Web Travel. To learn more about the program please contact Pat Tayloe in Disbursement Services.



## Web Travel

To increase efficiencies in the travel claim submission process, M&DS has integrated travel requests into the Finance Central Inbox platform. By utilizing the benefits of electronic approvals, document imaging, and funds transfer, University affiliate travelers should expect to see a dramatic reduction in the process time between request for reimbursement and receipt of funds. For more information on Web Travel please visit the Finance Training Website:

### Paperless Travel Authorization and Reimbursement Submission

[www.unc.edu/finance/fs/computer\\_based\\_training.htm](http://www.unc.edu/finance/fs/computer_based_training.htm)

## Central Airfare Billing System (CABS)

**CABS is a web-based** application designed to provide an easy to use method for requesting air-travel authorization and to allow a traveler to book and pay for an airline reservation without receiving a travel advance or paying for the ticket out-of-pocket. This 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 account will then be charged monthly. To access CABS and to schedule training, submit a CABS Access form to Travel Services.

[www.unc.edu/mds/forms/cabs.doc](http://www.unc.edu/mds/forms/cabs.doc)

### CABS steps:

1. Traveler calls/emails an authorized travel agency and gets a cost estimate.
2. Traveler tells Travel Coordinator flight details.
3. Coordinator assigns a "T" number goes online, logs onto CABS via Finance Central, completes the form and approves travel.
4. Coordinator gives traveler "T" number and traveler calls/emails the authorized travel agency to firm up the reservation while giving them the Travel Authorization Number (TA#).

At this point the Authorized Travel Agency will enter CABS, confirm details and process ticket. The CABS system will directly charge the departmental account without further paperwork (Traveler does not have to submit a claim for the Airfare).

## Authorized Travel Agencies

Disbursement Services, Travel Services maintains a relationship with several travel agencies. You may want to interview or visit several of these approved agencies, as you may have special needs or requests. 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:

[www.unc.edu/mds/ts/agencies.htm](http://www.unc.edu/mds/ts/agencies.htm)

## 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:  
... Instate  
... Out of state

The federal Department of State rates are used for Out-of-Country travel using federal funding.

For Details see:

[www.unc.edu/mds/ts/trvallow.htm](http://www.unc.edu/mds/ts/trvallow.htm)