Travel Quick Reference Guide

Visit travel.unc.edu to view the most updated resources.
* Last updated September 2019

**Booking & Payment**

**AIR TRAVEL** | Agencies

The preferred way to book airfare is through the University's Airfare Request System. Contact your department representative for assistance with booking through these authorized agencies.

- **Maupin Travel**
  - 919.967.8888
  - 888.466.6451

- **Viking Travel**
  - 919.968.4491

- **Travelink**
  - 919.942.4196

- **University Travel**
  - 919.493.8282

**REGISTRATION** | Conferences & Continued Learning

- Charge to departmental P-card
- Optional activities not included in conference registration are not reimbursable

**GROUND TRAVEL** | Vehicles

- The University encourages renting through a State contract rather than using a personal vehicle
- Rental vehicles should be reserved through EHI Direct
- Make your reservation in advance with your 6-digit department number and PID. The department will be direct billed.
- If a personal vehicle is used, see the Allowances web page for mileage reimbursement rates
- Save gas receipts (rental vehicles only) and parking receipts (personal and rental vehicles) for reimbursement

**LODGING** | Hotels

- May only be booked if location is 35+ miles from UNC-Chapel Hill
- Book on personal credit card or Diners Club card. Check with your department for direct billing whenever possible.
- Guidance on allowable rates, including high-cost cities, can be found in Policy 1502
- Save itemized receipt/"Folio" and submit when the trip is completed

**LODGING** | 3rd Party Vendors (e.g., Airbnb, VRBO)

- Requires pre-authorization approval
- Once approved, the traveler is responsible for booking the accommodation and signing the lease

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**IMPORTANT TIPS**

- For best fares/seats, book at least **14 days in advance**
- Carry your passport and other documentation. Do not place in checked luggage.
- Medical evacuation and emergency insurance info for international travel is available on the printable Emergency Card
The University of North Carolina at Chapel Hill

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Reimbursements

- Follow department guidelines and submit reimbursements within 14 days of completing trip
- Receipts are not required when per diem rates apply (e.g., meals). Eligible per diems are determined by travel time and overnight stays. Meals are not reimbursed for day trips.
- Keep all other trip or business-related receipts, including out-of-pocket expenses
- Meal per diem rates include the cost of the meal, sales tax and tip. Other tips (e.g., car service) should be reasonable and responsible.
- Lost receipts can only be reimbursed up to $20 with explanation memo or lost receipt affidavit
- Submit conference agenda, if applicable, with reimbursement request to ensure refund approval

International

- University employees and students may be eligible for travel advances
- Passports are required and should be valid within six months of return date
- Always check to see if any visas are needed to enter the country of destination
- Contact the Campus Health International Travel Clinic or your healthcare provider for vaccinations and medications needed before, during and after your trip
- The University will reimburse the cost of visas, passports and vaccinations required for international travel as well as reasonable international phone plan upgrades for the duration of your trip
- If traveling on a federally-sponsored project, the Fly America Act states that a U.S.-flagged carrier airline must be used
- Register your trip with the UNC Global Travel Registry
- Check UNC Global Travel Warnings and follow approval processes
- Check the U.S. State Department’s Travel Advisories for your intended destination
- Check the currency exchange rates before your trip. Currency conversion rates will apply for the duration of the trip.
- Always buy full car insurance when renting internationally and know the rules of the road
- Use out-of-state rates for per diem (exceptions when traveling on federal funds). For federal rates, please see Federal Per Diem Rates and Foreign Per Diem Rates.