The University of North Carolina at Chapel Hill

Travel Quick Reference Guide

Visit travel.unc.edu to view the most updated resources.

* Last updated April 2021

Booking & Payment

AIR TRAVEL | Agency

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

World Travel, Inc.
877.602.4950
Outside the US: 484.948.2535
unch_travel@worldtravelinc.com

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.

REGISTRATION | Conferences & Continued Learning

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

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.

LODGING | Hotels

- May only be booked if location is 35+ miles from UNC-Chapel Hill.
- Book on personal credit 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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Reimbursements

• Follow department guidelines and submit reimbursements within 30 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
• Review registration requirements on UNC Global site.
• Check UNC Global Travel Guidelines 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.