

To: The Carolina Community

From: Nathan Knuffman, Vice Chancellor for Finance and Operations  
Kevin Guskiewicz, Chancellor

Date: July 26, 2021

Re: Travel Mandate Policies

For over two years, **Procurement Services, ITS, the Service Center of Excellence, and end-users from all corners of campus** have been hard at work designing and planning our new end-to-end travel solution. We are excited to announce that this solution will be available for all University Faculty and Staff effective August 3, 2021.

The travel solution consists of three parts: the Concur online product suite; our new travel agency partner, World Travel, Inc.; and the Travel & Expense Card provided by Bank of America.

- Concur will be the designated travel and business expense management solution for the University and will manage pre-trip approval, online travel booking, and expense report management.
- World Travel, Inc. will support all facets of University travel\* including bookings made online, via Concur Travel, and with their team of designated agents. Booking via World Travel, Inc. or Concur Travel is required unless there is an approved exception in place prior to travel.
- The Travel & Expense (T&E) Card will be available to employees who incur frequent travel and/or business entertainment expenses. Use of the T&E Card will be required for those employees who have been identified to receive the card.

During this transition, the Travel and Payment Card Services team is poised and ready to support you in all aspects of the process.

\*University Athletics will continue to be supported by our Travel Agency Partner, Anthony Travel, Inc.