



Disbursement Services *Travel Expense Procedures*

For NC State Budget Travel Policies, use address below:

<https://ncosbm.s3.amazonaws.com/s3fs-public/documents/files/BudgetManual.pdf>

Completing the Travel Advance-Prepayment Form:

The [Advance-Prepayment Form](#) is to be used for allowable prepayment and cash advance travel requests prior to your travel date. All travel must be approved prior to the travel taking place. Completing and submitting the Advance-Prepayment Form serves as preapproval. *The travel authorization form has been discontinued.*

Four transactions can be processed by using the [Advance-Prepayment Form](#):

Cash Advance – If you are traveling with students, you may request a check to pay for their meals. The check must be made payable to an employee. The employee's Banner ID must be provided. A list of students who will be traveling is required as well as a conference agenda. Athletic teams traveling for athletic competitions should submit a travel itinerary in lieu of a conference agenda. (Check will be cut 5 days in advance). See section on Student Travel.

Prepayment of Hotel – You may request the university to prepay your hotel (room and tax only) via University check or by charging it to the University's Credit Card if time does not permit mailing of a check. Your travel destination must be at least 35 miles from your duty station or home, whichever is less. You are required to book and guarantee your hotel accommodations. Keep in mind the hotel subsistence rates of \$65.90

within NC and \$77.90 out of state when making your reservations. Ask for the state government rate or lowest rate available to keep hotel expenditures as close to the subsistence rates as possible. Documentation from the hotel that indicates the confirmation number, rate of the room and the amount of tax charged per night must be attached to the travel advance prepayment form. You must also attach a Credit Card Authorization Form, from the hotel, and a conference agenda. Athletic teams traveling for athletic competitions should submit a travel itinerary in lieu of a conference agenda.

- If you have the Corporate American Express Card, you must pay for your hotel accommodations and request reimbursement upon your return.

Advance Registration – You may request a check to pay registration fees to attend a conference. Documentation from the conference must be attached that indicates the amount of the registration fee. The Banner ID and remit to address must be provided. If the registration check is to be mailed, you must submit a registration form to mail with the check.

Airline Tickets – Travel arrangements must be made through Aladdin Travel by calling 336-768-1680 (option #5). Submit your Advance-Prepayment Form with an itinerary and conference agenda attached to Accounting within 24 hours. Once the form is received, an authorization number is called into Aladdin and the ticket will then be issued. Athletic teams traveling for athletic competitions should submit a travel itinerary in lieu of a conference agenda.

Frequent Problems with Advance Prepayment Forms:

- Banner Fund not provided.
- Missing signatures.

- Vendor not set up in Banner.
- Appropriate documentation not attached to form.

All advances need to be accounted for within thirty (30) days after the trip by completing a Travel Reimbursement form. Any advances not accounted for after thirty (30) days will prevent the employee from receiving future prepayments, as well as cash advances. If no reimbursement is due but prepayments were made by the University, you must still complete a Travel Reimbursement form. Below is a list of the documentation that is required to be submitted.

Prepayment Type:

Cash Advance – submit a form signed by the student(s) indicating how much he/she received for meals or original receipts for meals.

Hotel – submit itemized hotel bill that indicates the method of payment and a \$0.00 balance.

Registration – submit conference agenda and receipt (if possible).

Airline – submit all boarding passes.

Completing the Travel Reimbursement Form:

The [Travel Reimbursement Form](#) is used to reimburse the traveler for allowable expenses incurred while in travel status. It should be submitted after you return. However, all travel must be preapproved. Management's signature on the Travel Reimbursement Form acknowledges their awareness and approval of the travel prior to the travel taking place.

- Payee Banner ID # is required
- The date must be indicated in the date column for each day you are in travel status.

- On the date of departure, you must indicate the city and state you traveled from and the city and state you traveled to. You must also indicate the time you left your home (or duty station) in the time out section.
- On the date of return, you must indicate the city and state you traveled from and the city and state you traveled to. You must also indicate the time you returned to your home (or duty station) in the time in section

Transportation:

- Rental Car - original final rental receipt required. The receipt must clearly indicate the amount paid, the last four digits of the credit card used and whether the card used was visa, mastercard, amex, etc. If any of the requested information is not provided or is ambiguous, a copy of the credit card statement that shows the charge will be required. You must also attach a conference agenda (or travel itinerary if an athletic team is traveling for an athletic competition).

No reimbursement will be made for rental insurance purchased because state employees are covered under the state's auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations.

For questions related to the University insurance program and automobile accidents when driving your personal vehicle for University business, please contact **Rotunda Eaton** at (336) 750-2104.

- Airline Ticket – original receipt, itinerary and all boarding passes required. The receipt must clearly indicate the amount paid, the last four digits of the credit card used and whether the card used was visa, mastercard, amex, etc. If any of the requested information is not provided or is ambiguous, a copy of the credit card statement that shows the charge will be required. If paid by check, a front and back copy of the check that has cleared the bank

is required. You must also submit a conference agenda (or travel itinerary if an athletic team is traveling for an athletic competition).

- Train or Bus Ticket – original receipt, itinerary and all boarding passes required. The receipt must clearly indicate the amount paid, the last four digits of the credit card used and whether the card used was visa, mastercard, amex, etc. If any of the requested information is not provided or is ambiguous, a copy of the credit card statement that shows the charge will be required. If paid by check, a front and back copy of the check that has cleared the bank is required. You must also submit a conference agenda (or travel itinerary if an athletic team is traveling for an athletic competition).
- Personal Vehicle Mileage – You may be reimbursed for mileage (not gas). You must indicate the number of miles driven and the current mileage rate along with a copy of mapquest to validate the mileage requested for reimbursement. You must also submit a conference agenda (or travel itinerary if an athletic team is traveling for an athletic competition).

Mileage:

Section 5 of the State Budget Manual governs travel policies and regulations. Actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). The business standard mileage rate set by the IRS is \$0.575 per mile. Subsistence:

- Per (G.S. 138.6) the maximum allowable rates for meals and lodging in-state is \$103.20. This means \$37.30 for meals, plus \$65.90 for your hotel rate. Meals and lodging for out-of-state is \$117.70. This means \$39.80 for meals, plus \$77.90 for your hotel rate.

	<u>In State</u>	<u>Out of State</u>	<u>Out of Country</u>
Breakfast	8.20	8.20	8.20
Lunch*	10.70	10.70	10.70
Dinner	18.40	20.90	20.90

- In order to qualify for meals, the travel destination must be at least 35 miles from the employee's duty station or home, whichever is less.
- *Allowances cannot be paid for lunch if travel does not include overnight stay; however, employee may be eligible for breakfast and dinner.

Breakfast: depart duty station prior to 6:00 am, and extend the workday by 2 hours.

Lunch (overnight stay): depart duty station prior to noon or return to duty station after 2:00 pm.

Dinner: depart duty station prior to 5:00 pm, or return to duty station after 8:00 pm.

- Meals provided, or the cost of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests.
- Hotel – indicate the room rate plus any taxes. The travel destination must be at least 35 miles away from the employees' duty station or home, whichever is less. Submit an itemized hotel receipt with a \$0 balance due. The receipt should indicate the payment amount, method of payment (cash, check, visa, mastercard, amex, etc...) and the last four digits of the credit card used. If any information is not provided on the submitted receipt, a copy of the credit card statement that shows the payment will be required. If paid by check, a front and back copy of the check that has cleared the bank is required. You must also attach a conference agenda (or travel itinerary if an athletic team is traveling to an athletic competition).

If the University paid for your hotel stay in advance, an itemized hotel bill with a \$0.00 balance due is required to be submitted with your reimbursement.

- Excess Lodging – Excess lodging is allowed when the employee is in a high cost area and unable to secure lodging within the current allowance.

Other Expenses: Receipts must be taped to an 8 ½ x 11 sheet of paper

- **Registration** – original receipt required. If paid by credit card, a copy of the credit card statement that shows the payment is required. If paid by check, a front and back copy of the check that has cleared the bank is required.
- **Airline Baggage Fees** – original receipt required.
- **Gas (Rental Car)** – original receipt required and a copy of the rental agreement. The original gas receipt must indicate the gallons pumped, amount per gallon and payment amount. Prepay gas receipts are not acceptable and will not be reimbursed.
- **Parking** – original receipt required.
- **Taxi/Shuttle** – original receipt required.
- **Tolls** – original receipt required.
- **Internet Charges** – original receipt required.
- **Public Transportation** – original receipt required.
- **Business Phone Calls** - Official business phone calls are reimbursable under “miscellaneous.” Individual calls over \$5.00 must be identified as to point of origin and destination.

Personal Phone Calls - An employee who is in travel status for two or more consecutive nights in a week, is allowed one personal long distance telephone call for each two nights for which the reimbursement to the employee may not exceed \$3.00 for each in-state call, or \$5.00 out-of state call. Documentation is required.

Tips and Gratuity:

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds.

For further guidance, the following information is provided when calculating a tip:

- Airports: Baggage Handling/Skycaps = no more than \$2 per bag.
 Shuttle Drivers = no more than \$2 per bag.
- Parking/Auto Related: Valets = \$2 per car when collecting the car.
 Taxi Drivers = 15% of the fare and \$1 - \$2.

Frequent Problems with Travel Reimbursement Forms:

- Traveler not set up as a vendor in Banner / no Banner ID provided.
- Missing signatures.
- Banner Fund not provided.
- Time Out and Time In not provided.
- Itemized hotel bill with a "0" balance due not provided.
- Original receipts for miscellaneous expenses not attached.

Direct Deposit

Direct Deposit is available for Travel Reimbursements. You must complete a Direct Deposit Form and submit it to Accounts Payable. If you do not want direct deposit, your check will be mailed. Thus, it is extremely important to provide your correct home address on your Travel Reimbursement Forms and to make sure your address is correct in Banner.

Student Travel

Students at state institutions who travel on official state business are reimbursed at the same extent as are state employees. All other student related travel must be paid from non-state funds supporting that particular organization or activity.

Student travel for academically required projects, papers, theses, or dissertations is not considered official state business. However, if the student is traveling for the purpose of presenting at a conference or meeting and is officially representing the university during the travel, the university may choose to reimburse the student's travel and subsistence costs from institutional trust funds only. Approval must be signed by the student's department head and by the Chancellor. Student travel expenses while working as an employee of the state is considered official state business when traveling on behalf of their position. If travel is reimbursed for a grant funded position, the reimbursement must be paid from grant funds.

The purchase of food or beverage for students at higher education institutions is not allowable unless a grant, donation, or other non-state funding source has been specified for this purpose.

Corporate American Express Card

An American Express Card application form is also available. This card is a Corporate Card, and the holder is responsible for the payments, as well as any Liability. You must be a permanent State employee to apply.

Winston Salem State University is not responsible for any debt incurred by the holder of the Corporate Card. A credit report is run once. Should there be any liability for non-payment of the card, this will affect the cardholder's credit history only.

A completed application form should be forwarded to Kerri Jordan or Judy Cooley, 1604-B Lowery Street.

Contact Information

Please forward all travel advance-prepaid forms, reimbursement forms, and/or inquiries to:

Kerri Jordan (336) 750-2745 / 1604-B Lowery Street Room 120

Judy Cooley (336) 750-2732 / 1604-B lowery Street Room 110