

## Travel Information for Chemistry Graduate Students

For graduate students approved to travel on faculty or department funds, please follow the guidelines and processes below. A representative from the Chemistry Administrative team ([chemadmin@unc.edu](mailto:chemadmin@unc.edu)) can assist you with travel reimbursement and questions.

Travel Expenses allowed to be **paid in advance**:

- Conference Registration: Can be paid using a Lab P-card
- Airfare: Can be paid directly from UNC using the CABS process (see below). Purchases of airline tickets outside of the CABS process will be reimbursed after the trip, through the Travel Reimbursement process.

Travel Expenses that can be put on a PI's P-card for graduate students only with **prior permission** (once cardholder has signed send to [chemadmin@unc.edu](mailto:chemadmin@unc.edu) for Bus. Mgr/Dept Head signature):

- Lodging
- Transportation not including airfare (taxi, train, rideshares, etc.)

Travel Expenses that must be **paid from personal funds** and reimbursed **after** the trip (see **REIMBURSEMENT PROCESS** below)

- Lodging (if not previously approved as a P-card expense) (see additional details below)
- Per Diem Meals. See [UNC per diem rules](#) regarding which meals can be reimbursed due to travel start and end times and to see the current per diem rates. Exact meal costs are not reimbursable for travel.
- Conference registration not paid via P-card
- Airfare not paid through the CABS process.
- Other transportation (taxi, train, rideshares, etc. (if not previously approved as a P-card expense))
- Mileage in personal car (gas receipts are no longer reimbursable for personal cars). The starting location street address and destination location's street address must be clearly provided. Rental cars (if possible, [book](#) through World Travel. Rental insurance is not reimbursable)
- Other expenses related to travel that fall under allowable UNC policy (Travel insurance does not fall under policy; reasonable extra baggage fees do.)

### Central Airfare Billing System (CABS) PROCESS

- [Contact World Travel](#) and alert them that you are a part of the Chemistry Department and will be using the CABS process to book your travel. The Chemistry Department's number is 318300. Please allow World Travel (WT) to provide you with flight options. Do not google flights and then try to book through WT. WT will use the preferred airlines Delta, American, United, Southwest, Jet Blue and Alaskan Airlines. Third party airlines not in the WT system will require you to pay out of pocket and then be reimbursed after the flight.
- WT will provide you travel options to choose from, and you'll need to let WT know which option you want. At this point your ticket is on a 24-hour hold. Please note that the CABS process is time sensitive – the entire process must be executed immediately to avoid ticket price changes.
- Next, once you have your itinerary/quote from World Travel, complete the [Travel Pre-Pay Airfare \(CABS\) form](#) in RASR and include your itinerary/quote as an attachment. As part of this step, please be aware you will need to supply chartfield information.
- After you have completed the CABS form in RASR and attached your detailed itinerary/quote, your Chem admin rep will process your request using the CABS system and then send you the CABS number. You will then need to send your CABS number to WT, and they will issue your ticket.

## LODGING

- Lodging is reimbursable for up to 300 dollars a night in most places and 400 dollars a night in certain high-cost cities. If you have gone over this cost, please submit [this form](#) with your travel reimbursement request.
- If you do not plan to stay in a hotel during your travel, you must get **pre-approval** to do so. Airbnbs or other alternative lodging methods require prior approval from the Travel Team. To request approval, please fill out [this form](#) and email it to [travel\\_team@unc.edu](mailto:travel_team@unc.edu), and cc [chemadmin@unc.edu](mailto:chemadmin@unc.edu) to ensure that an Admin Assistant sees your request in a timely manner. The Chemistry Department's number is 318300.

## REIMBURSEMENT PROCESS

- Submit a [Travel Reimbursement request](#) in RASR within 30 days of the last day of travel and respond promptly to requests for details and documentation. The RASR request should include the following items:
  - Itemized receipts are required for all expenses except meal per diems.
  - Include proof-of-payment receipts (receipts that have the last four digits of the card used for the purchase and your name on the receipt)
  - Include a note or comments if any aspects of your travel have been unusual (ie: you had personal days during the travel, you shared a room with a colleague, etc.)
  - Best practice is to include a credit card statement with your name; circle the charges and redact the account number. This will help your request process more quickly.