

## Chemistry Travel FAQs

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### How do I pay for registration?

You have three options:

1. Purchasing Card: If you have access to a purchasing card and the vendor takes a credit card you can use the p-card to pay for your travel registration
2. Check Cut: Submit to administrative support person to have a travel advance done
3. Personal Credit Card: Submit for reimbursement with the rest of travel receipts after return from trip

### What do I need to do if I want to make an airBNB reservation?

Best practice is to complete the [Non-Hotel Lodging Authorization Request](#) and turn it into your PIs support person *PRIOR* to the trip. He/she will take care of getting the request processed. Be sure to attach requested documentation. If the approval is not obtained prior to the trip, your reimbursement may be delayed.

### What do I need to do if I want reimbursement for an airBNB reservation?

- Requests for all types of third-party lodging must provide suitable evidence of savings to the University.
  - Documentation is required to show such savings to the University and should be based on approved in-state and out-of-state [lodging rates](#).
  - When requests exceed State lodging rates, an appropriate comparison of local hotels may be submitted as evidence of savings to the University.
  - Any requests that do not show a savings must provide sufficient justification to support the necessity for third party lodging.
- Completed [Non-Hotel Lodging Authorization Request](#) (if not submitted in advance of trip could delay reimbursement 7-10 days)
- A signed lease agreement

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### How do I handle group rooms and travel?

- Everyone should pay for their own expenses including flight, lodging, meals, taxis, etc. If there are joint expenses such as a shared hotel room, one person can cover the cost and provide a memo explaining that one room was shared between two people.

### What needs to be considered before/after driving a personal car?

- The university encourages renting through a state contract rather than using a person vehicle, which can be done here: <https://facilities.unc.edu/operations/fleet/vehicle-rental/>. If a personal vehicle is used the mileage rate varies pending the distance. Guidance can be found here: <https://finance.unc.edu/services/travel/book-travel/allowances/>

### How do I document international currency for my travel?

- The administrative staff will calculate the international currency, just make sure it's clear that currency other than US Dollars was used so that you are not reimbursed for the incorrect amount.

### How do I handle travel that is combined business and personal?

- Include a memo explaining the dates of travel and which dates are personal and which are business, including what expenses are related and which are not. Show an itinerary that cost of flight was comparable for business period versus what was added for personal time.

### How do I handle different departing and returning flights?

- Include a memo explaining why there was a varied schedule from the standard

### What are some travel best practices?

1. Include proof of attendance (ie: the travel agenda/itinerary to include timeline for conference and what classes were signed up for)
2. Include original and itemized receipts
3. Ensure room bill is in your name (person requesting reimbursement)
4. Pay for your own costs and ensure everyone else pays their own way
5. For International travel complete form here.
6. Ensure if travel includes a mix of personal and business to clearly delineate which part of travel (lodging, meals, transportation, etc.) is allocated to each part.
7. Submit a memo explaining any unusual charges, change fees, upgrades, lost receipts, etc. to reduce the need for follow up questions.

### What is international travel insurance?

All undergraduate and graduate students must have insurance coverage for basic medical services while participating in a University-sponsored international education program. The University offers a comprehensive accident and sickness insurance policy specially designed for students, faculty, and staff participating in international programs.

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Options can be found here: <https://campussafety.unc.edu/risk-management/services/travel-and-study-abroad-insurance/>

### **What's not allowable for registration?**

- Costs beyond the actual registration such as transportation (ie: shuttle); Separate transportation costs that are included as part of registration into a separate transaction (if possible)

### **What is the allowable use of taxi's?**

- Travel related to the conference such as traveling back and forth for conference, to and from the airport.

### **Where can I find the university travel policies?**

- All of the university travel policies can be found here: <https://finance.unc.edu/services/travel/>, if you have additional questions ask your assigned Chemistry administrative support person.

### **Who should I ask if I have questions about my travel?**

- Your assigned Chemistry administrative support person

### **What if I have unusual circumstances surrounding my travel?**

- Include a memo explaining the unusual circumstances surrounding the travel

### **What's not an allowable charge?**

- Upgrades
- Travel Insurance