

Travel Requests

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What's a Travel Reimbursement?

- Payment for expenses incurred during a University-related travel.
- So this can include*, but is not limited to:
 - Airfare
 - hotel room
 - meals during trip
 - taxis
 - uber/lyft
 - rental car
 - parking
 - registration
 - And more!
- This does not include things like the poster for your presentation – which can be reimbursed, but not through the travel system.
- You **cannot** be reimbursed for something the University has already paid for.

*Provided
that your PI
approves



Before you go!

- CABs – How to get us to pay for your flight
- Registration and the P-card
- Airbnb (or other non-traditional lodging), unusual Hotel stays, and why you need to tell us about it
- Please talk to us before you go if there's anything odd about your travel



After you come back

- The Travel Form
 - <https://intranet.chem.unc.edu/finance/#1567098627934-56464933-84a5>
- Give me all the Receipts
 - Airfare, baggage, parking, shuttle, metro, train, anything and everything
- You have **30 days** from last day of Travel to submit without additional justification
- You will need to sign the acknowledgement form before it can be submitted



	A	B	C	D	E	F	G	H	I	J	K	L	N	
1	CHEMISTRY DEPT TRAVEL FORM (revised 11/20/18)													
2	Name							Departure date and time						
3	PID							Return date and time						
4	Home Street Address							Destination						
5	City, State and Zip							Purpose of trip (no abbreviat						
6	Email address							PI name						
7		\$ Amount	FUND	SOURCE	PROJECT ID	OR	FUND	SOURCE	PROGRAM	COST CODE 1	COST CODE 2			
8	CFS #1													
9	CFS #2													
10	CFS #3													
11	CFS - Charfield string identifies funding source(s) of reimbursement, if more than one souce enter both chartfield strings with the \$ amt for each													
12	Please complete this form and turn in to the appropriate support person with original receipts that show you paid for the expense AND proof of													
13	attendance such as name badge or conference handouts. Also include any of the forms in the list below if they apply to your trip.													
14	<i>If applies</i>	Excess lodging (greater than \$300 per night)						https://financepolicy.unc.edu/files/2018/02/1302_1f-Lodging-Justification.pdf						
15	<i>If applies</i>	Personal car justification						https://unc.policystat.com/policy/5167205/latest/					# miles	
16	<i>If applies</i>	Rental car justification						https://unc.policystat.com/policy/5167205/latest/						
17	<i>If applies</i>	Breakdown of personal and business expense						https://unc.policystat.com/policy/5167205/latest/						
18	<i>If applies</i>	Non direct round trip air						Pending						
19	<i>If applies</i>	Non-Hotel Lodging Authorization request						https://unc.policystat.com/policy/5430001/latest/						
20	<i>If applies</i>	CABS	Central Airline Billing System - used to purchase airline ticket				https://imageserve.chem.unc.edu/resources/intranet/policies_procedures/cabs_process_grads_pd.doc							
22	Date	\$ Airfare	\$ Hotel	Breakfast	Lunch	Dinner	\$ Registration	\$ Ground Transportation	From/To	Other Description	\$ Other Cost	Daily Total*		
23				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
24				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
25				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
26				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
27				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
28				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
29				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
30				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
31				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
32				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						0.00		
33	*TRIP TOTAL PG 1 less meals and mileage - admin staff will add the dollar amounts in											0.00		
34	Link to travel page:	https://finance.unc.edu/departments/strategic-sourcing-payment/procurement/accounts-payable-travel-services/travel/												



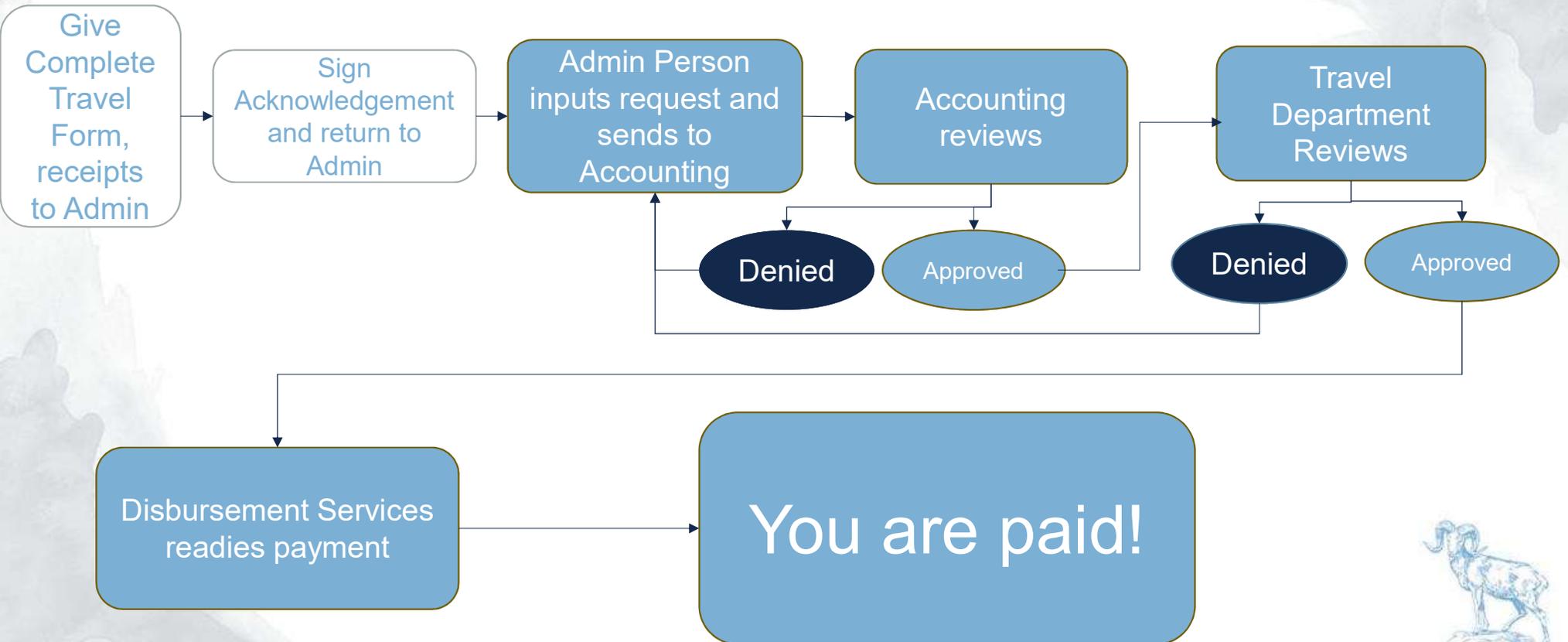
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Process usually takes about 4 to 6 weeks

Timeline for a Request



Key Things to Remember

- We can pay for your flight before you go (CABs)
- You can use the P-card to book registration, so long as it's just registration
- You need pre-approval from the Travel Department to stay in an Airbnb
- Please let us know if there's going to be any unusual occurrences in your trip
- You need to completely fill out the Travel Form from the intranet site
- Keep and provide us with all your receipts
- Submit your request within 30 days (if possible)
- It usually takes 4-6 weeks to process a request, barring any extenuating circumstances
- If you ever have any questions regarding this or anything else, please ask your administrative assistant!



Questions?

- Travel Policy website - <https://finance.unc.edu/services/travel/>
- Chemistry Travel - <https://intranet.chem.unc.edu/finance/#1567098627934-56464933-84a5>

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