

Chemistry Student Travel Guide

These processes are governed by the UNC travel department: [UNC Travel Information](#)

Post docs, staff and faculty follow a different process. If you are a post doc, staff, or faculty, contact chemadmin@unc.edu for guidance.

The purpose of this guide is to reduce the out-of-pocket financial burden of Chemistry students in a business travel status. Please note out-of-pocket expenses can take 30+ days to be reimbursed from the date of submission. Following the steps below will reduce your out-of-pocket expenses when traveling for business.

Travel includes the following items: meetings, registration, flight, hotel or alternate pre-approved lodging, ground transportation, and meals. Students often only need to pay for Ubers/Lyft and meals out of pocket: [Travel Chart by Traveler Type](#)

BEFORE YOUR TRIP

1. RASR

The first step is to check your access to the department financial request hub called RASR. Visit the homepage here: [RASR](#) Log in with your ONYEN. You will see a “Chemistry” tab as shown in the image below. Type “Travel –” into the search for forms relevant to this process. Reach out to chemadmin@unc.edu for access if you do not see this tab.

Welcome to RASR

Chemistry

UNC-Chapel Hill

Search below for a RASR form that can help you.



Travel -

i.e. 'Request', 'Advance', 'P-Card', etc

2. International Travel

Students who are traveling internationally for business are required to seek preapproval through the graduate school. Visit the [Graduate Student Travel](#) link to obtain the Advisor Approval Form. This form needs to be signed by the Chemistry Chair and the School Dean. Send the completed form to chemadmin@unc.edu

3. Conference Registration

Your lab's p-card can be used for conference registration fees. Save the receipt/s for your purchase and email it to the person in charge of reconciling your lab's p-card.

4. Flight

Book your flight through the University CABS system. Do not pay out of pocket for your flight or you may not be reimbursed.

- a. Notify the Chemistry admin team (chemadmin@unc.edu) that you will be booking flights so your PID can be checked as active in the Web Travel system. You do not need to wait for a response before proceeding.

- b. Contact World Travel Inc. at (877) 602-4950 or uncch_travel@worldtravelinc.com* to provide:

Name as it appears on your ID

Cell number

Date of birth

PID

Department number (**318300**)

Departure and destination cities

Dates and preferred times of travel

CABS approver (Dan Warfield, dgwarfie@email.unc.edu; **if emailing WTI, please Cc*)

- c. Complete the Travel- Pre-Pay Airfare (CABS) Students Only form on RASR immediately after World Travel books your flight. Itineraries can only be held for 24 hours.
- d. When the C# has been created by the admin team and approved by the Chemistry accounting team, you will be directed to contact the agent to route the approval to Dan (if you called WTI) or Dan will contact the agent and Cc you (if you emailed WTI).
- e. After the C# is approved, WTI will issue you a ticketed invoice and direct-bill the University's travel card.

5. Lodging/Hotels

- a. If you are traveling with a T&E account holder (most faculty), you can use their T&E card to pay for student lodging. If you are not traveling with a T&E account holder, a p-card can be used. Both scenarios require a pre-approval form: [Lodging Pre-Approval Form](#)
- b. If lodging was purchased with a T&E card, send the receipt and the completed guest travel pre-approval form for the T&E cardholder for reconciliation. Inform the cardholder they need to reconcile the T&E charge in Concur via an Expense Report. You do not have access to perform this step.
- c. Complete this form if you are planning to stay somewhere other than a hotel: [Alternate Lodging Form](#) You email this form to travel_team@unc.edu Explain that you are seeking approval to stay at a third-party lodging provider.
- d. You will receive an email from the travel team approving this request.
- e. Attach that email and the documents you submitted to obtain approval to your RASR reimbursement request after the trip.

6. Ground Transportation

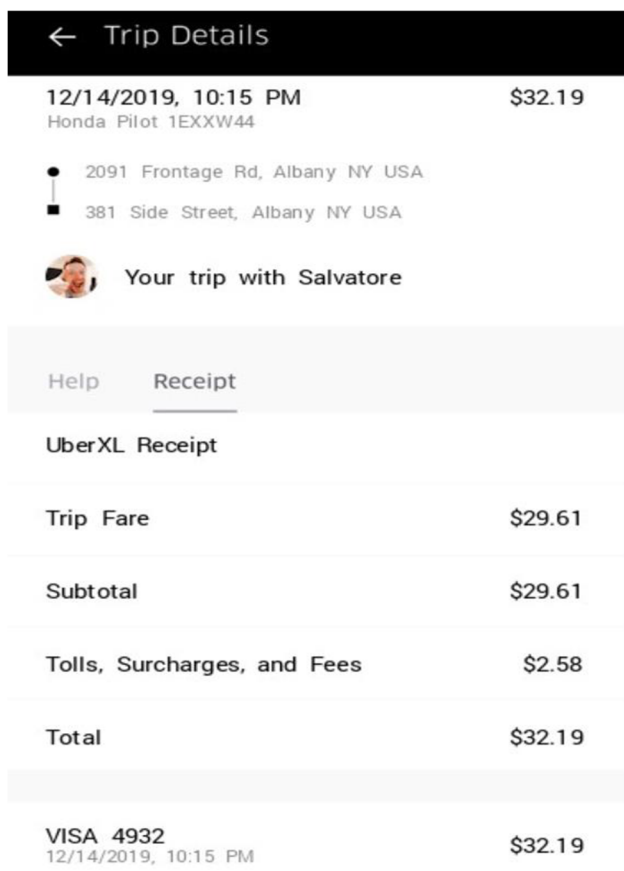
- a. Students pay out of pocket for Uber/Lyft and submit receipts after their trip. The University is unable to reimburse you for expenses placed on a card that is not in your name. Follow the instructions outlined in "After Your Trip" for reimbursements.
- b. You may also use your lab's p-card to arrange transportation in advance: [Student Travel Pre-Approval Form](#)

7. Meals

- a. Use a personal credit card for meals. The personal credit card must be in your name. You don't need to save meal receipts anymore because those expenses are paid via per diem.
- b. The per diem is determined by the travel destination. For Continental US travel, you can find the per diem rates here: [Per-diem rates](#) . For travel to Hawaii, Alaska, and US territories you can find the per diem rates here: [Per-diem rates: Hawaii and Alaska](#) . For international travel you can find the per diem rates here: [International Per-diem rates](#) .

AFTER YOUR TRIP

1. Visit RASR when you return from your trip and submit a *Travel – Reimbursement STUDENTS ONLY* form. Attach receipts from your trip expenses if applicable. Receipts include ground transportation such as Uber or Lyft. Select the per diem rates in the RASR form. The receipts must contain a detailed description of the ride and a line showing proof of payment on a credit card. Here is an example of a proper receipt.



The Chemistry admin office submits your request for approval within 48 business hours of receipt. The document routes through multiple levels of approval and may take 30-45 days for final approval. Final approval happens in a central office outside the department and the department is unable to expedite reimbursements. Once the request is approved, the payment will be placed into the bank account on file with the University.

Direct questions about student travel to chemadmin@unc.edu

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