

# Travel Quick Reference Guide

Visit [travel.unc.edu](http://travel.unc.edu) to view the most updated resources.

\* Last updated September 2019

See the [Book Travel web page](#) for additional information.

## Booking & Payment



### AIR TRAVEL | Agencies

The preferred way to book airfare is through the University's [Airfare Request System](#). Contact your department representative for assistance with booking through these authorized agencies.

#### Maupin Travel

919.967.8888

888.466.6451

#### Viking Travel

919.968.4491

800.672.5907

#### Travelink

919.942.4196

#### University Travel

919.493.8282

### REGISTRATION | Conferences & Continued Learning

- Charge to departmental P-card
- Optional activities not included in conference registration are not reimbursable

## IMPORTANT TIPS

- For best fares/seats, book at least **14 days in advance**
- Carry your passport and other documentation. Do not place in checked luggage.
- Medical evacuation and emergency insurance info for international travel is available on the printable [Emergency Card](#)

### GROUND TRAVEL | Vehicles

- The University encourages renting through a State contract rather than using a personal vehicle
- Rental vehicles should be reserved through [EHI Direct](#)
- Make your reservation in advance with your 6-digit department number and PID. The department will be direct billed.
- If a personal vehicle is used, see the [Allowances web page](#) for mileage reimbursement rates
- Save gas receipts (rental vehicles only) and parking receipts (personal and rental vehicles) for reimbursement

### LODGING | Hotels

- May only be booked if location is 35+ miles from UNC-Chapel Hill
- Book on personal credit card or [Diners Club](#) card. Check with your department for direct billing whenever possible.
- Guidance on allowable rates, including high-cost cities, can be found in [Policy 1502](#)
- Save itemized receipt/"Folio" and submit when the trip is completed

### LODGING | 3rd Party Vendors (e.g., Airbnb, VRBO)

- Requires [pre-authorization approval](#)
- Once approved, the traveler is responsible for booking the accommodation and signing the lease

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## Reimbursements



- Follow department guidelines and submit reimbursements within 14 days of completing trip
- Receipts are not required when [per diem](#) rates apply (e.g., meals). Eligible per diems are determined by travel time and overnight stays. Meals are not reimbursed for day trips.
- Keep all other trip or business-related receipts, including out-of-pocket expenses
- Meal per diem rates include the cost of the meal, sales tax and tip. Other tips (e.g., car service) should be reasonable and responsible.
- Lost receipts can only be reimbursed up to \$20 with explanation memo or lost receipt affidavit
- Submit conference agenda, if applicable, with reimbursement request to ensure refund approval

## International



- University employees and students may be eligible for [travel advances](#)
- Passports are required and should be valid within six months of return date
- Always [check to see](#) if any visas are needed to enter the country of destination
- Contact the [Campus Health International Travel Clinic](#) or your healthcare provider for vaccinations and medications needed before, during and after your trip
- The University will reimburse the cost of visas, passports and vaccinations required for international travel as well as reasonable international phone plan upgrades for the duration of your trip
- If traveling on a federally-sponsored project, the [Fly America Act](#) states that a U.S.-flagged carrier airline must be used
- Register your trip with the [UNC Global Travel Registry](#)
- Check [UNC Global Travel Warnings](#) and follow approval processes
- Check the [U.S. State Department's Travel Advisories](#) for your intended destination
- Check the [currency exchange rates](#) before your trip. Currency conversion rates will apply for the duration of the trip.
- Always buy full car insurance when renting internationally and know the rules of the road
- Use [out-of-state rates](#) for per diem (exceptions when traveling on federal funds). For federal rates, please see [Federal Per Diem Rates](#) and [Foreign Per Diem Rates](#).

