The University of North Carolina at Chapel Hill

Travel Quick Reference Guide

Visit travel.unc.edu to view the most updated resources.
* Last updated September 2019

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

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

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

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.