

PURPOSE: The purpose of the NC State University Pre-Travel Authorization System (NCSU faculty and staff only) is to ensure that all departmental travelers have been given permission to travel and have funding to cover expenses incurred before and during the trip.

- Any faculty, staff, and current working students traveling on behalf of NCSU must have **prior** approval from CSC Department head and his/her designee.
- Employees will use the Travel Center in MyPackPortal. Non-working students, visitors and Post Docs must attain supervisory and departmental approval by completing and submitting an **AP-104** ([link](#)) (specifically used for those without travel system access).
- Link to "Instructions for Reimbursements" ([link](#)) for actions needed following your trip.

AP-104

- Complete AP-104 online (has dropdown menus that you must use) and make sure all areas are filled in.
- In the Travel Commitment section, we are only asking for estimated costs (*Actual costs are submitted at time of reimbursement*).
- Make sure your supervisor/designee fills out the Project(s) to be charged area at bottom of form.
- Email form to AP-104 form to Kimberly Martin in Accounts Payable for Tax Dept. approval.
- Submit to Terri Moss or Donna Richards to obtain Dept. Head approval. **Don't incur any expenses** until notified that your AP-104 has been signed and approved.

RULES TO FOLLOW

- **NO 3RD PARTY LODGING ALLOWED (Airbnb, et al)**

- **Do NOT purchase insurance – travel, rental car, etc.**

- **Rental Vehicles**

Rental vehicles may be used with prior approval of the department head or his/her designee. For in-state and out-of-state travel, rental vehicles shall be obtained through the State Term Contract 975B
<http://www.doa.nc.gov/pandc/975b.pdf>

- ***Unless prior approval has been obtained from the department head or designee, the employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State Term Contract 975B***

- **International Travel Gateway**

All students engaging in University-affiliated international travel are required to register with the Study Abroad Office (*allows the university to support our students in the event of an emergency abroad and to facilitate the purchase of comprehensive international health insurance*)

FOR ASSISTANCE, PLEASE CONTACT

Donna Richards (Phone: 513-7300 Email: djricha5@ncsu.edu) for 5 accounts or
Terri Moss (Phone: 515-2930 Email: tlmarti4@ncsu.edu) for non 5 accounts

■ Fly America Act

When using federal funds, travelers that need to fly must abide by the “Fly America Act” which requires that travelers must use U.S. air carrier service for all air and cargo travel.

Incurring Expenses

- Only official university business expenses are reimbursable.
- Exclude all personal time & related expenses.
- Non-reimbursable expenses include airfare flight insurance, medical insurance, room service, honor bar charges, in-room movies/games, and tips for housekeeping.
- File reimbursement *within 30 days* after the travel end date.

Using A Departmental PCard

- Pre-pay as many travel expenses as possible on the PCard.
- Provide the travel authorization number to the PCard reconciler.
- Do not use the PCard for personal purchases or meal per diem.

Documenting Expenses

- Keep all itemized receipts related to the trip for reimbursement and for PCard reconciliation.
- Lodging receipts must be itemized, listed in the travelers name, and have a zero balance due amount. Report separately: parking, internet access, etc., on reimbursement claim.
- Shared expenses with other travelers must be documented. Do not claim reimbursement for any expenses paid by others.
- Provide an agenda for conferences, meetings, or workshops.
- When allowed and justified, excess meals require an itemized meal receipt and a list of names of those in attendance. Allowable business purposes include: development, recruitment, entertainment, and out-of-country travel. Regular conference travel does not warrant reimbursement of excess meals. Funding restrictions apply.
- Meal per diem does not require a receipt for reimbursement claim.

Using Non-Hotel Lodging

- Please review University policy on [3rd Party/Non-Commercial Lodging](#). Third Party/Non-Commercial lodging requires special approval prior to incurring expenses or traveling. Without prior approval, state funds cannot be used for the lodging expense. Computer Science frowns on using 3rd Party Lodging and we discourage it in all but a few very rare instances. Please contact staff to discuss before incurring any expenses.

Transportation

- Vehicle rental requires prior approval. Refuse optional add-ons relating to insurance and upgrades; Refueling charges, in excess of local pump prices, require Department Head approval.
- Provide an explanation for any charges in excess of standard pricing, such as flight change fees, excess baggage fees, lodging, etc. Tip limits: Baggage handling (\$2/bag), Taxi (15% of fare and \$1-2/bag).

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