

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.
- 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).

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 fill out the Project(s) to be charged area at bottom of form
- **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)**

- **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*)

- **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.

FOR ASSISTANCE, PLEASE CONTACT

Ann Hunt (Phone: 513-7300 Email: ann_hunt@ncsu.edu) for 5 accounts or
Terri Moss (Phone: 515-2930 Email: tlmarti4@ncsu.edu) for non 5 accounts