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 traveler’s 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 our 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.

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

FOR ASSISTANCE, PLEASE CONTACT
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Terri Moss (Phone: 515-2930 Email: tlarti4@ncsu.edu) for non 5 accounts

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