

UNC GENERAL ADMINISTRATION



*Faculty Assembly
Travel
Training Session*

The University of North Carolina General Administration

Travel Reimbursement Form

- **Date, departure/arrival locations**
- **Arrival/departure times, determines eligibility for meal reimbursement.**
- **Receipts:**
 - Lodging, Taxi, Parking**
- **Traveler's Certification & Official Approval**
- **File within 30 days of return.**



Explanation of Mileage Rates

Mileage is reimbursed from closer of duty station or point of departure to destination (and return)].

REIMBURSEMENT RATE EXAMPLES

- **If roundtrip exceeds 100 miles: Requested a state car, none was available; used personal vehicle, acronym 'SVNA' required on form, will be reimbursed at \$0.585 per mile**
- **If roundtrip exceeds 100 miles: Did not try to get a state car, used personal vehicle, will be reimbursed at \$0.33 per mile.**
- **If roundtrip is less than 100 miles: Used personal vehicle, will be reimbursed at \$0.585 per mile**



MEAL REIMBURSEMENT RATES ***per OSBM - actual, up to***

In State Meal Reimbursement Rates:

Breakfast	\$7.50
Lunch	\$9.75
Dinner	\$16.75



Reimbursement for Meals During Daily Travel Status (No overnight stay)

- **Breakfast (morning):** depart duty station prior to **6:00 a.m.** and extend the workday by 2 hours
- **Dinner (evening):** return to duty station after **8:00 p.m.** and extend the workday by 3 hours



Reimbursement for Meals During Overnight Travel Status

- **Breakfast**: depart duty station prior to **6:00 a.m.** and extend the workday by 2 hours
- **Lunch**: depart duty station prior to Noon (day of departure) or return to duty station after **2:00 p.m** (day of return)
- **Dinner**: depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after **8:00 p.m.** (day of return) and extend the workday by 3 hours



TRAVEL REIMBURSEMENT FORM

(Step 1: Complete shaded areas)

The University of North Carolina - General Administration
REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES
INCURRED IN THE DISCHARGE OF OFFICIAL DUTY - INCLUDING PER DIEM (Rev 7/1/08)

INSTRUCTIONS: Prepare in duplicate. Attach all necessary receipts or other supporting documents to this form and submit the original to the Services Office. Retain one (1) copy for your files.

REPRESENTATIVE'S NAME JOHN DOE		TITLE PROFESSOR	DATE 9/18/2008		
MAILING ADDRESS 215 GREENLAW HALL, WCU		Travel Auth. #/ Date TA	Headquarters (City)		
CITY, STATE, ZIP CULLOWHEE, NC 28723		Account Number 2-02245			
FROM	Period Covered by this Voucher		THROUGH		
9/17/2008	9/18/2008				
PURPOSE OF TRIP UNC FACULTY ASSEMBLY MEETING					
<p style="color: red; font-size: small;">Under penalties of perjury I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State</p>		AMOUNT		OFFICE USE ONLY	
		Total Expenses		\$411.24	
		Total Advance			
		Amount Due-UNC		\$0.00	
		Amount Due-Applicant		\$411.24	

I have examined this reimbursement request and certify that it is just and reasonable.

Traveler's
Signature / Certification

Approval:
Dr. Harold Martin

Claimant

Department/ Division Head



The University of North Carolina General Administration

TRAVEL REIMBURSEMENT FORM

(Step 2: Complete travel itinerary and detail expenses)

		TRAVEL (SHOW EACH CITY VISITED)		TRANSPORTATION			SUBSISTENCE			OTHER EXPENSES	
DAY	FROM	TO	(1) MODE	DAILYPRIVATE CAR MILEAGE	TRANSPORTCOSTS TOBEREIMBURSED	(2) TYPE	AMOUNT	(3) DAILYTOTALS	EXPLANATION	(4) AMOUNT	
9/17/2008	CULLOWHEE	CHAPEL HILL	C@.33		\$0.00				PARKING	\$5.00	
	DEPARTED 2:00 PM		C@.585	272	\$159.12	B					
			A			L			SVNA		
			R			D	\$16.75				
			O			R	\$71.25	\$88.00			
9/18/2008	CHAPEL HILL	CULLOWHEE	C@.33		\$0.00						
		ARRIVED 7:00PM	C@.585	272	\$159.12	B			SVNA		
			A			L					
			R								
			O					\$0.00			
			C@.33								
						B					
			A			L					
			R			D					
			O			P					

Notes:

1. Exclude meals provided during meeting
2. Need original receipt for hotel

Notes:

1. Original receipts required for parking, taxi
2. Certify 'SVNA' if mileage reimbursed at \$0.585 & roundtrip exceeds 100 miles

