

The UNC Travel Process --- What is new and What remains the same...

What's new?

- All College of Performing and Visual Arts faculty/staff are required to use the Wells Fargo, UNC Visa Card for all UNC funded travel.
- No more waiting for travel reimbursement and writing a personal check to pay a US Bank card statement! University approved travel funds will be loaded in advance to the travelers UNC Visa Card. The UNC Visa Card will be used to purchase airline tickets, hotel, ground transportation, etc. Purchases cannot be made until funds are loaded. Notification will be sent when the UNC Visa Card is loaded.
- Travel Authorization forms need to be submitted in hardcopy and via e-mail (as a Word document) **at least 30 days** before travel happens. The paperwork to get the credit card loaded with your award takes time to process so advanced planning is required.
- You'll get your meal money (per diem of \$36 a day) up front! A week before your trip your meal per diem money will be loaded in to your personal bank account.
- Travelers will be asked to log in and print their UNC Visa Card statement. The statement and receipts will be submitted to the School Administrative Assistant for fund reallocation.
- Mileage is the only expense to be awarded after the travel date and deposited to your bank account.

What remains the same?

- Any UNC faculty/staff member traveling for business/professional development (funded or not) must complete a Travel Authorization Form (TA form) for required pre-approval.
- Supplementary information regarding a traveler's trip/performance/conference/ presentation needs to be submitted along with the TA form.
- OSP and Provost Fund award forms remain the same and will be initially approved via hard copy routing just like always.
- All original itemized receipts must be kept and submitted after travel.
- Meal Per Diem without receipts remains an option. The Per Diem is a maximum of \$36/day, (including tips) and \$3/overnight stay for incidentals. The breakdown for the \$36 is \$7/breakfast, \$11/lunch and \$18/dinner.