

NCSU/BME DEPARTMENT TRAVEL POLICY

Kindly be mindful of the following NCSU University Travel procedures when you or your students are traveling. The BME Department at NCSU is responsible to follow these NCSU procedures.

SEE LAUREN JONES (lbjones3@ncsu.edu) ; 515-8813 or
ANDI SCHEER (avscheer@ncsu.edu; 515-5252
with questions or concerns.

SEE COMPLETE NCSU GUIDELINES HERE: <http://controller.ofa.ncsu.edu/policies-procedures/travel-policies-procedures/general-travel-requirements/>

1. **ONLINE TRAVEL AUTHORIZATION:** These **MUST** be completed prior to traveling--**No exceptions**. Failure to comply may subject you to non-coverage of insurance during travel and have a negative impact on your final reimbursement. Travel authorizations are submitted through the Travel Center in MyPack Portal. Do not make any travel arrangements until your travel authorization is approved!
2. **PRIOR WRITTEN APPROVAL BY DEPT HEAD/FACULTY:** Items that require specific written prior approval by the department head/faculty include: excess meals for out-of-country travel, business class fare for international overseas flights, vehicle rentals.
3. **REIMBURSEMENT BY SOMEONE OTHER THAN BME DEPT:** If you anticipate reimbursement of your expenses by a third party (i.e. conference sponsor, etc.), **DO NOT check "No Reimbursement Needed" box in the online authorization**. After you return from travel and your third party reimbursement is confirmed, kindly send Lauren an email and she will close out the authorization. This procedure safeguards your eligibility for reimbursement for non-anticipated expenses your sponsor may not cover.
4. **PRE-PAID EXPENSES:** (i.e. registration, airfare): Do NOT pre-pay expenses until your travel authorization is approved; the University can refuse reimbursement of pre-paid expenses. Once your authorization is approved, make your arrangements and submit a request for reimbursement (available on BME website) to Andi with original receipts (only airfare and conference registration can be reimbursed prior to travel)
5. **NON-EMPLOYEE TRAVEL:** (includes all NCSU BME non-employee students being reimbursed through BME): All non-employees traveling for BME *must* complete a NON-EMPLOYEE TRAVEL AUTHORIZATION (AP104, available on the BME website). The form must be completed and signed by BOTH the PI/Approver and Traveler, and submitted BEFORE travel takes place. No exceptions. This is especially important for students, since failure to complete such forms may jeopardize their insurance coverage for a negative non-foreseeable travel occurrence. Submit to Lauren.
6. **PROHIBITED/NON-REIMBURSABLE TRAVEL EXPENSES:**
 - Banquet fees** (considered an "elective" meal and "excessive")
 - Membership dues** (i.e. paid as part of registration). Membership fees can only be reimbursed from a "gift account". No exceptions. This applies even to membership fees that are required in order to register.
 - Hotel meals charged to room.** You are entitled to pre-established "per diem" meal allowances. Any meals charged to rooms will be deducted from the hotel bill.
 - Entertainment**
 - Flight/Traveler's Insurance**
 - Subscriptions:** Payment for any subscriptions/journals you sign up for at a conference is considered "elective" and not reimbursable. No exceptions.
 - Condo Rental:** Renting a condo/house while traveling (even to accommodate a large group to reduce lodging costs) is considered a lease. Permission from the University **MUST BE SECURED PRIOR TO TRAVEL AND PRIOR TO**

THE RENTAL. Additional forms and justification must be provided (see Andi for forms). Condo Rental is strongly discouraged.

7. **ORIGINAL RECEIPTS:** Original receipts must be submitted to receive reimbursement. The receipts *must* include proof that purchase was paid for **by the person claiming reimbursement**. This requirement includes:
 - A. *All ground transportation* (taxis, parking, shuttles),
 - B. *Excess baggage fees*,
 - C. *Conference registration*
 - D. *Printing/supplies purchased while traveling* (**NOTE: poster printing** should be done on the EB3 poster printer PRIOR to travel).
8. **Online paid expenses.** Expenses paid online (i.e. airline tickets, registration) are fine, but copies of electronic receipts must show total expense and proof of payment by traveler
9. **LODGING RECEIPTS:** A lodging receipt is called a “folio”. Lodging reimbursement requires submission of the original folio SIGNED BY YOU and showing a “\$0” balance. Non-allowable expenses will be deducted. NOTE: Employees traveling may share room/lodging accommodations. However, if doing so, the employee paying for the lodging expenses must be the employee filing for expense reimbursement. When submitting the reimbursement claim, each employee should indicate in the comment section of the reimbursement claim that the room was shared with (indicate the persons name that the room was shared with) and which employee paid for the lodging expense. Only the person incurring the expense is eligible for reimbursement.
10. **OTHER REQUIRED RECEIPTS:**
 - A. **Conference agenda/schedule.** Download from conference website electronically or print hard copy; submit. This is required to determine your eligibility for meals per diem. **NOTE:** When conference indicates that a meal was provided at conference, you will not be entitled to the meal per diem for that meal even if you chose to eat elsewhere.
 - B. **Mileage Reimbursements:** Submit a printout of map/directions to/from the destination, beginning at 911 Oval Drive, Raleigh, NC 27695 unless you work out of state, etc. Mileage is measured from DUTY STATION to DESTINATION (and return).
 - C. **Miscellaneous expenses:** As a rule of thumb, submit ALL receipts. We will return any that are not required.
11. **RENTAL VEHICLES:**
 - A. May be used only with the prior approval of department head or his/her designee; however, rental vehicles may NOT be used for the sole convenience or personal preference of the employee. Original receipt is required. Insurance on rental vehicle is not reimbursable.
 - B. Travelers renting vehicles should be knowledgeable of the University’s policy on Motor Vehicle Insurance and Risk Management at <http://policies.ncsu.edu/regulation/reg-07-35-03>. Travelers should always use NCSU preferred vendors to receive discounted rates. Lauren or Andi can supply this information. When proof of insurance is needed, travelers should obtain a rental car insurance card from Andi. The following travel expenses related to car rentals are not reimbursable to the traveler:
 1. Collision Damage Waiver/Loss Damage Waiver
 2. If the traveler is involved in an accident with a rental car, he/she should contact Insurance and Risk Management at 919-515-6124.
 3. Personal Accident Insurance

CHART: MEALS PER DIEM ALLOWANCE

	<u>In-State</u>	<u>Out-of-State</u>	<u>Out-of-Country</u>
Breakfast	\$ 8.30	\$ 8.30	\$ 8.30
Lunch	\$10.90	\$10.90	\$10.90
Dinner	\$18.70	\$21.30	\$21.30
Lodging	\$67.30	\$79.50	\$79.50
Daily Total	\$105.20	\$120.00	\$120.00

KINDLY SUBMIT ALL RECEIPTS TO LAUREN JONES WITH REIMBURSEMENT REQUESTS!