



UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

Travel Manual

Guidance for faculty/staff regarding payment for travel expenses incurred for UNC Charlotte business purposes.

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Purpose/Scope:

The purpose of this policy is to set forth the requirements to comply with [University policies](#) and State of North Carolina general statute for travel and business expenses. Travelers should plan travel in the manner that will be most economical for the University. This includes utilizing the most economical route and mode of transportation available and working to obtain the lowest possible rates or fares. This policy has been developed to ensure that individuals traveling for the University do not incur inappropriate or excessive expenses on behalf of the University and also do not inappropriately gain from the University.

This policy applies to any employee, student, or other non-UNC Charlotte individual who incurs travel and/or business expenses on behalf of the University.

The purpose of this manual is to provide a comprehensive reference of uniform interpretation for payment or reimbursement of allowable travel expenses. Exceptions to normal policies may be authorized at the discretion of the University Controller and/or, if applicable, the Director of Materials Management.

This policy requires all travel and business expenses to adhere to the requirements established by Federal regulations, State laws, and University policies and procedures. Including the following:

- [Federal Travel Regulation](#)
- [Fly America Act](#)
- [Office of State Budget Management Budget Manual - Section 5: Travel Policies](#)
- [General Statute \(G.S.\) 138.5 - Per diems and allowances of state boards, etc.](#)
- [General Statute \(G.S.\) 138.6 - Travel allowances of state officers and employees](#)
- [General Statute \(G.S.\) 138.7 - Exceptions to 138.5 and 138.6](#)
- [University Spending Policy and Procedures](#)
- [Allowable Fund Usage Table](#)
- [UNC Charlotte Purchasing Policy](#) and [Manual](#)
- [UNC Charlotte P-Card Manual](#) and [Reference Guide](#)

Travel

Allowable travel expenses will be paid for, or reimbursed to, authorized individuals traveling on official University business. Official University business occurs when the University employee or other person is traveling to attend approved job-related training, work on behalf of, officially represent, or provide a University service upon the University's request.

This policy is not intended to cover every possible situation. Special travel requirements or items of an unusual nature that are not covered in this policy should be discussed with the Travel Office in Disbursements - they can be reached via email at travel@charlotte.edu. University departments, schools, or other funding sources can establish more stringent requirements than this policy but the travel office is not responsible for ensuring enforcement of those more stringent policies. All travel payments are contingent upon availability of funds.

Procedures:

1.0 Roles and Responsibilities

1.1 Traveler

The traveler requesting reimbursement or payment bears the responsibility to:

- Obtain and submit appropriate documentation of travel costs.
- Verify all expenses being reimbursed or paid by the University are valid and in compliance with all UNC Charlotte policies and procedures. While the traveler may delegate responsibility for completing Expense Reports, the traveler retains accountability for ensuring submitted expenses are in compliance with all UNC Charlotte policies and procedures.
- Verify flight and hotel arrangements and ensure the schedule and booking are correct. Charges resulting from scheduling errors are not allowable.

By submitting an expense for reimbursement, the traveler is acknowledging acceptance of the terms and conditions of the reimbursement. The traveler is also attesting that the expenses for reimbursement have not been previously paid through a prior submitted Expense Report, cash advance, University Purchasing Card (P-Card) or by an outside agency or other third party.

Individuals enter travel status when they leave their duty station. Duty station is defined as the employee's primary residence or work location, whichever is closest to the travel destination. Work location is defined as the institution or office location to which an employee is assigned.

1.1.a Delegate

An employee who has been given responsibility to submit requests, prepare reports, and approve reports on behalf of another employee in Concur.

1.2 Approver

The approver is the individual authorized to approve the expenditures of others. The approver is responsible for:

- Understanding the constraints and requirements of the fund from which travel expenses will be paid.
- Reviewing Expense Reports and associated documentation to verify that all expenses are allowable and adequately substantiated.
- Reviewing and approving Expense Reports in a timely manner.
- Approving Expense Reports and attesting to the appropriateness of the expenditures.

1.3 Disbursements - Travel Office

The Travel Office is responsible for reviewing Expense Reports prior to processing reimbursement to verify that expenses are reasonable and supported by appropriate documentation and meet the criteria established within these policies and procedures.

2.0 Concur

Concur is the University's online expense reporting system for all employees.

- **Requesting Travel Approval - Concur Request** should be used to obtain approval for all travel from designated University personnel. Concur will also be used to notify other appropriate University parties of international or grant travel.
- **Requesting Reimbursement and Reconciling P-Card Charges** - Concur Expense must be used by university employees to request reimbursement for allowable travel expenses and to reconcile any travel related P-Card transactions. Travel for UNC Charlotte guests or students paid for by a University P-Card should be reconciled in Concur. These should be submitted in Concur using Expense Reports. In most cases, two reports should be submitted for each trip: one for pre-trip expenses such as airfare, registration fees, lodging deposits, etc. and one for post-trip expenses such as per diems, hotel balance, baggage fees, etc. When entering pre-trip expenses, it is necessary to enter the purchase date or reconciliation date in the Trip Start and End Date fields. This will allow the report to be submitted prior to travel dates and to meet P-Card due dates.
- **Non-Employee and Student Travel** - Travel expenses for non-employees (e.g. job candidates, speakers) and students (except for graduate students) will not be managed in Concur and will continue to be processed via the [University's Travel Forms Package](#).

3.0 Using the University Purchasing Card

The University Purchasing Card (P-Card) is the preferred method of payment for airfare, lodging, rental cars, conference registration fees, allowable ground transportation, and parking fees. Business travel expenses should not be paid via P-Card until a Request has been completed, approved, and submitted.

Refer to the list of [allowable and non-allowable P-Card expenses](#) for complete details.

4.0 Authorization for Travel

An employee traveling on official University business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. For instance, all state employees should make every effort to complete a Travel Request thirty (30) days prior to travel whenever possible.

All anticipated travel expenses must be noted on the Request, including hotel and airfare, and approval for additional expenses must be justified and submitted in writing prior to anticipated travel date. Completion and departmental approval of Requests eliminate excess costs, circuitous routes, delays, or luxury accommodations and services. Employees will be responsible for all unauthorized costs and any additional expenses incurred for personal preference or convenience.

A Request is required to authorize any official overnight travel.

4.1 Blanket Travel Requests

Blanket requests for travel will generally not be available after August 8, 2024 to ensure the locations of university travelers can be quickly determined in the event of an emergency. Paper blanket travel authorizations previously submitted and approved for FY25 will not transfer to Concur.

4.2 Group Travel

Under limited circumstances, a UNC Charlotte employee may pay directly for group travel for employees or non-employees. Generally, travelers should individually request reimbursement by following applicable guidelines in this manual, as stipulated. Employees may submit Request requests that cover group travel for multiple non-employees whose expenses will all be reimbursed with the same reimbursement request.

Departments hosting or sponsoring a group of 15 or more individuals for University-approved travel should work with the [Purchasing Office](#) to book rooms and establish necessary contracts.

4.3 Athletic Team Travel

Athletic team travel should follow Athletic Department specific policies and procedures.

4.4 International Travel

Travel is considered international when it occurs anywhere outside the United States of America, the District of Columbia or Puerto Rico.

When submitting an expense incurred in a foreign currency in Concur, the system will convert the amount to U.S. dollars using the appropriate exchange rate.

Notification of Export Control Officer (ECO): International travelers are responsible for notifying the University's ECO of their travel plans prior to travel. Requests that indicate international travel destinations will result in a reminder of this requirement in Concur.

University-owned Equipment: If traveling internationally with University laptops, mobile phones, or any other digital storage device, the traveler must complete the [UNC Charlotte Export Control Travel Checklist](#) and file an Export License Exception TMP certification. These forms should be submitted to the Export Control Office before travel.

General Safety: When traveling outside the U.S., it is also advisable that travelers review the [U.S. Secretary of State website](#) and [Center for Disease Control \(CDC\) website](#) for travel warnings regarding health and safety factors.

For more information, contact the UNC Charlotte Export Control Officer at exportcontrol@charlotte.edu or 704-687-1877 for more information.

4.5 Foreign National Travel

Payments to foreign nationals (or non-resident aliens) must have prior approval from the Assistant Controller - Tax & Payroll due to the extensive tax rules and treaties governing these types of payments. Refer to the [Tax Office](#) website for contact information.

5.0 Expense Reports and Required Documentation

Expense Reports must be submitted after completion of the trip but within 30 days of travel. Expense Reports submitted subsequent to 60 days after the completion date of the trip may be treated as income subject to withholding according to federal tax regulations (26 CFR 1.62-2). Requests submitted one year or later after the return date will not be accepted.

In order for a travel expense to be approved and processed, the expense must be properly substantiated. Itemized receipts for all expenses are required, unless otherwise noted.

When the receipt for an expense greater than or equal to \$25 is lost or otherwise unavailable, and all measures to obtain a copy have been exhausted, the employee will be required to complete a missing receipt declaration in Concur to add to the Expense Report. The University employee submitting the Expense Report should maintain copies of all required documentation until payment is made in case questions arise.

6.0 Other Travel Considerations

6.1 Travel Advances

Travel advances are allowed on a limited basis and should be approved prior to travel and processed at least two weeks before travel begins. Travel advances must be a reasonable amount and only for incidental, out of pocket expenses that cannot otherwise be prepaid. The amount of advances should not exceed the traveler's estimated out of pocket expenses.

University employees who have been issued purchasing cards should not be issued travel advances unless there is substantiated justification.

6.2 Trip Modification and Cancellation Fees, Penalties, Changes, and Unused Airline Tickets

If conflicting University business or a compelling personal reason (illness, death in the family) requires cancellation of an official trip, credits and refunds should be applied back to the P-Card. Reimbursement may be requested for non-refundable out-of-pocket travel expenses incurred before the cancellation.

All efforts possible should be made to recoup any costs already paid and to avoid penalties or additional charges should travel plans change.

If an employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the department, it is the department's obligation to pay any penalties and charges. If travel is canceled or changed for the personal benefit of the employee, it is the employee's obligation to pay any penalties and charges. In the event of accidents, serious illness, or death within the employee's immediate family or other critical circumstances beyond the control of the employee, the department may elect to pay any penalties and charges.

It is the traveler's responsibility to verify flight arrangements and ensure all bookings are correct. Charges associated with scheduling errors are not allowable. Travelers are responsible for any scheduling errors made by a travel arranger.

If there are fundamental changes to the overall trip that could result in additional costs, a revised Request with approval must be submitted.

6.3 Combined Personal and Business Travel

If personal travel is combined with business travel, only the business portion of the trip is allowable. When an expense is a combined business and personal expense, in order to utilize the P-Card, the traveler must show that the University incurred no additional expenses for the personal portion of the trip. If the traveler cannot document that no additional expenses are incurred, the individual should pay for the total expense out-of-pocket and submit the business portion of the expense for reimbursement.

In cases where official travel is interrupted or deviates from the most direct travel routes for personal reasons, the University will not be responsible for any costs associated with the deviation.

6.4 Combined Business Trips

Trips that encompass several business-related activities are allowable as long as other applicable requirements are met and all activities are reflected in the business purpose section of required forms.

6.5 Rewards/Frequent Flyer Programs

The University will not reimburse travelers for travel expenses paid for with rental car rewards, hotel points, frequent flyer miles, or other rewards programs.

6.6 Reasonable Accommodations Due to a Disability

Travelers who need an accommodation due to a disability, which includes exceptions to policies in this manual, must request an accommodation before traveling by completing the [Accommodation Request Form](#). Travelers who have not requested an accommodation before traveling may be responsible for additional travel charges incurred if they are not typically reimbursable. Travelers should pre-plan with conference locations, airports, etc. regarding available accommodations (i.e. parking proximity to the conference site, special meals, and the availability and cost of special meals for individuals with medical or dietary restrictions).

7.0 Contract and Grant Travel

If a UNC Charlotte employee's travel is funded by a contract or grant, that employee should obtain guidance from the University's Contract and Grant Accounting office. Payment will be subject to the University's travel policies.

Travel may be charged to a grant or contract at the lower of the amount allowed by the University or the amount allowed by the funding agency. The employee's department may agree to be charged for the difference if the amount allowed by the funding agency is lower.

An employee traveling on funds obtained from a third party must provide all funding sources and pertinent information on the Request prior to travel. All employees must have prior departmental approval to travel on behalf of a third party when employed with the state, and all funding parties must be approved by departmental approvers prior to travel.

7.1 International Travel on Contract or Grant Funds

Before using federal contract or grant funds to travel internationally, employees must review the terms and conditions of the grant to verify the sponsor's requirements in regard to prior approval requirements associated with international travel. Federally sponsored travel outside of the continental U.S. may require the use of a U.S. carrier. Please contact the Office of Grants & Contracts Administration(GCA) for additional information regarding the application of the below requirements.

Fly America Act - The [Fly America Act](#) (FAA) requires the use of a U.S. air carrier for federally funded foreign travel. In some instances, a non-U.S. air carrier may be used if it meets one or more of the exception criteria listed in the Federal Travel Regulation (FTR) guidelines section 301-10.135-138.

8.0 Air Travel

8.1 Fares, Upgrades, Fees

When traveling by commercial airline on official University business, travelers should plan well in advance to obtain the most economical fare available. Only coach/economy/main cabin fares are allowable. Fares for seat assignments on domestic flights in coach/economy/main cabin are reimbursable if they are deemed necessary for travel and substantiated by a receipt. Employees traveling internationally on overseas flights may be reimbursed actual business class fare with prior approval from the Division head or their designee and a receipt.

Any upgrades, early boarding fees, premium seat selection fees (extra leg room, etc), ticket life insurance, and ticket cancellation insurance are not allowable. Baggage fees that are reasonable and appropriate for the purpose and length of the trip are allowable if substantiated by a receipt.

8.2 Travel Days

Departure and return dates should be within one calendar day of the business purpose for travel within the continental U.S. Travel outside of the U.S. is reimbursable when the departure and return dates are within a justifiable period around the event, typically within 2 days.

8.3 Frequent Flyer Miles

Frequent flyer miles earned by a state employee while traveling on state business at state expense are the property of the state. Frequent flyer miles accumulated by an individual state employee during previous state business trips should, to the extent possible, be used by the state employee accumulating the frequent flyer miles while traveling on future state business trips.

8.4 Coupons or Certificates for Reduced Air Fare

Coupons or certificates for reduced air fare if acquired by a state employee while traveling on state business at state expense are the property of the state and should be used, to the extent possible, by the employee on future state business trips.

8.5 Early Arrival/Late Departure Fees

Employees traveling to their destination earlier than necessary and/or delaying their return to avail the state of reduced transportation rates may be reimbursed subsistence for additional travel days if the amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence can be substantiated.

If a traveler chooses to extend a portion of a trip to take advantage of reduced airfare, the traveler must reconcile the standard Coach/Economy/Main Cabin airfare with the reduced airfare, the additional hotel and meal expenses, and any other expenses that were incurred due to the change in either the arrival or departure time. This reconciliation should be submitted with the Expense Report.

8.6 Transportation by Chartered Aircraft

The use of charter aircraft must be approved by the Controller in advance provided the following is substantiated and put in writing:

- A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
- The use of a charter flight is more economical than a commercial flight.
- The use of a charter flight is necessary because of unusual travel circumstances.

8.7 Transportation by Use of Aircraft Owned by a State Employee

Reimbursement for costs incurred in the use of aircraft, owned by a state employee, on official state business must be approved in advance by the Controller provided the following is substantiated and put in writing:

- The use of the aircraft owned by a state employee is necessary because of unusual travel circumstances and is not for the sole convenience of the employee who owns the plane.
- The use of the aircraft, owned by a state employee, at the rates published below is cheaper than any other method of air travel.
- The allowable reimbursement rate for aircraft owned by a state employee is \$.68 per mile per passenger.

9.0 Ground Transportation

The University encourages efficient travel such as ride-sharing. State employee travel must be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. Passenger vehicle travel, whether in or out of state, travel policies are:

- Make use of State term contracts for short-term rentals via 49er Mart (Enterprise State Term Contract NC53UGA Vehicle Rental Services)
- Utilize the [University's Fleet of vehicles](#)
- Reimburse for use of personal vehicles on limited basis

The Request is not required for single day travel requesting mileage only. Reimbursement requests for multiple single day travel can be submitted through a single submission, provided the request is submitted within 30 days of all trips listed.

9.1 Taxis, Shuttles, Ride Sharing Services

Taxis, shuttles, and ride-sharing services such as Uber or Lyft are allowable if use of the service is the most economical mode of transportation or when safety issues justify the use. The actual costs are reimbursable and must be documented with a receipt.

9.2 Rental Car

The State has term contracts in place for rental vehicles. The contracted rates include liability insurance and also prohibit any additional charges for a Collision Damage Waiver (CDW). Contact

your [departmental Purchasing Agent](#) with questions or for additional information regarding rental car companies on State contract.

Travelers should obtain approval before traveling if a rental car will be used for transportation. Unless prior approval has been obtained from the department head or designee, employees may be responsible for the cost of renting a vehicle that is above the Standard vehicle rate per the State's contract for short-term rentals.

9.3 Motor Fleet Requests and Mileage Reimbursement Rates

Travelers driving to their business trip destination are encouraged to request a state vehicle from the University's Motor Fleet Pool via [ARCHIBUS](#). Personal Vehicles should be used on a limited basis in situations where the use of a state-owned vehicle or state term contract vehicles are not readily available.

Actual mileage for the use of a personal vehicle is reimbursable and is measured from the closer of the traveler's duty station or point of departure to the destination (and return), whichever is less, and should be calculated to the nearest whole number. Mileage is reimbursed at the IRS Business Standard Mileage Rate.

Fines for traffic and parking violations are the responsibility of the traveler.

9.4 Airfare-in-Lieu of Mileage

Reimbursement for round trip mileage cannot exceed the cost of a round-trip flight. If the business destination is more than 500 miles away and the traveler chooses to drive, either a: 1) business need justification to drive or 2) a comparison to show that the cost to reimburse mileage is less than the cost to fly (including estimated costs such as baggage fees, parking charges, and transportation costs to/from the airport) must be provided. If the comparison shows that driving would be costlier than flying, reimbursement for mileage will be limited to the estimated flight costs.

9.5 Travel within Charlotte - Frequent local travel within Charlotte city limits should be maintained on a mileage log and submitted at appropriate intervals via an Expense Report to claim reimbursement. Travel to and from a work location may not be reimbursed. The mileage log must include the date, destination, and reason for the trip, along with the recorded mileage and must be attached to the Expense Report as documentation.

9.6 Bus or Rail

Travel by bus or rail is limited to actual coach fare and is allowable when it is less expensive than alternative transportation. Rail fare that exceeds the cost of the 14-day coach/economy airfare will only be allowed up to the airfare amount. Receipts, including method of payment, must be submitted with the Expense Report.

9.7 Tolls and Parking Charges

Parking expenses and/or toll charges are allowable and reimbursable in the course of conducting official State business as long as such expenses are determined to be reasonable.

Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. For example, excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip. Valet parking is only allowed when no other option is available or when safety concerns justify the use. An explanation for valet parking will be required with the Expense Report.

9.8 Travel to/from airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal, train/bus station or car rental provider may be made under the following circumstances. For travel by:

- Taxi or Airport Shuttle – Actual costs with receipts.
- Private car - the business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.
- Use of Public Transportation- In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of travel with the submission of receipt.

9.9 Travel to/from airport at Destination

Reimbursement for travel to and from the airline terminal at the employee's destination may be made where travel is via most economical mode available as listed below:

- Taxi or Airport Shuttle – Actual costs with receipts.
- Private car - the business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.
- Use of Public Transportation- In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of travel with the submission of receipt.

10.0 Lodging

Accommodations should be prudently planned in order to serve the best interests of the University at the most reasonable cost. The UNC Charlotte P-Card is the preferred method of payment for

lodging. To be eligible for lodging reimbursement, the travel must involve a destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less.

An itemized folio is required to substantiate all lodging expenses. Credit card authorization slips are unacceptable. The dates of occupancy, the number of nights, and the total amount charged for lodging must be indicated on the folio.

10.1 Excess Lodging

Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance from the Division head or their designee. Excess lodging is allowed when the employee is in a high-cost area and unable to secure lodging within the current allowance, or when the employee submits in writing an opinion that personal safety or security is unattainable within the current allowance. Excess lodging authorization is not allowed for convenience or personal preference for the employee. The University does not consider lodging at a conference hotel to be for convenience or personal preference.

10.2 Third Party Lodging

Reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is not allowed unless approved in advance. Requests for third party lodging must provide evidence of savings to the state. An exception may be granted for requests that do not show a savings with sufficient justification to support the necessity for third party lodging.

In each case where third party lodging is being considered, the traveler must provide all details regarding the arrangement, including the amount to be charged, the length of stay, and contact information. A signed rental agreement, or a reservation and receipt, must be presented to receive reimbursement.

11.0 Subsistence Rates (Travel Allowances)

Subsistence Rates for meals and incidentals will be reimbursed for UNC Charlotte employees for overnight travel using a per diem method of a flat sum to cover expenses for each travel day. To be eligible for subsistence reimbursement, the travel must involve a destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less.

Travel allowances will be paid to the traveler as automatically calculated by Concur based on the days of travel and the travel location(s). The first and last day of travel are calculated at 75% of the day's total rate, regardless of the traveler's time of departure or time of return. The costs of meals included in other related activities (registration fees, hotel registrations, etc) may not be duplicated in reimbursement requests.

- When traveling within the Continental United States (CONUS), travelers will use the [per diem rates set by the US General Services Administration \(GSA\)](#). [Rates](#) for subsistence are updated annually, effective October 1 of each year.

- When traveling to Hawaii, Alaska, US Territories, and Possessions, travelers will use the [per diem rates set by the Department of Defense](#). Rates are updated annually or as needed for Local Meals and Local Incidentals.
- The U.S. State Department establishes per diem rates for the foreign overseas locations (for example, Canada, Aruba, Bahamas, Europe, etc.). [Foreign per diem rates set by the US Department of State](#). [Rates](#) are established monthly for subsistence.

Meals while in travel status are not allowable on the P-Card. Meals that are classified as business entertainment with a documented business purpose are allowed on the P-Card subject to the conditions regarding business entertainment included in the UNC Charlotte Spending Policy.

11.1 Meals and Day-to-Day Activities

State employees may not be reimbursed for meals eaten in conjunction with a congress, conference, assembly, convocation or meeting, or by whatever name called, of the employees within a single state department, institution or agency, or between the employees of two or more state departments, institutions or agencies to discuss issues relating to the employee's normal day-to-day business activities. Routine working breakfast or lunch meetings among UNC Charlotte employees may not be reimbursed.

11.2 Meals for Required Employee Attendance

State employees may be reimbursed for meals, including lunches, when the employee's job requires the employee's attendance at the meeting of a board, commission, committee, or council in official capacity, and the meal is pre-planned as part of the meeting for the entire board, commission, committee or council. Such board, commission, committee, or council must include persons other than the employees of a single state department, institution, or agency.

12.0 Miscellaneous Travel Expenses

Conferences - To claim reimbursement for conference registration fees, the attendee should submit any available conference agendas, brochures or other literature documenting the expense. A receipt, including the dollar amount and proof of payment must be submitted with the Expense Report.

Telephone & Internet - Phone calls, internet access, and fax expenses that are reasonable and necessary for conducting business while traveling are allowable.

Tips & Gratuities - Gratuities are covered GSA per diems. Any gratuities not covered by per diems and deemed to be reasonable and necessary are allowable. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. Allowable tip and gratuity rates include:

- Airports/Hotels: Baggage handling/Skycaps/Shuttle Drivers - no more than \$2 per bag
- Commercial Drivers (Uber, Taxi, Lyft, etc.):no more than 20% per trip

- Parking (Valet) - no more than \$2 per car when collecting the car (only when Valet is the only option)
- Housekeeping: \$3 per night

13.0 Prohibited Travel Expenses

The following expenses are not allowable.

- Purchases of alcoholic beverages.
- Application fees related to trusted traveler programs such as TSA Pre-Check and the U.S. Customs and Border Protection Global Entry Program.
- Expenses related to personal travel.
- Travel expenses incurred by spouses, companions, or other family members except as stated in the Spouse/Companion Travel section.
- Medical expenses. However, if during official travel a traveler becomes incapacitated by an illness or injury covered by the University sick leave policy, the individual's travel status may be continued.
- Costs of safe charges, in-room movies, and recreational activities (even when such activities are part of a business meeting or conference) and excursions.
- Charges of traffic or parking violations, or other expenses incurred such as lost keys or keys locked in vehicles.

14.0 Non-UNC Charlotte Employee Travel

For the purposes of this section, non-UNC Charlotte employees are those on official University business whose expenses are paid by the University and subject to University regulations, such as prospective professional employees, students on official University business, and attendants of handicapped University employees traveling on official University business (provided advance approval is obtained from Division head or designee).

Non-University employees traveling on official University business whose expenses are paid by the University are subject to these regulations, including statutory subsistence allowances, to the same extent as University employees. Travel expenses for members of a non-employee's family are not eligible to be paid by the University. No travel advances will be made to non-University employees.

14.1 Spouse/Companion Travel

If a spouse accompanies an employee on a University-related business trip, any reimbursement of travel expenses for that spouse will be processed as taxable income to the employee unless it can be adequately shown that the spouse's presence on the trip has a bona fide business purpose. Reimbursements processed as taxable income cannot be paid from state funds and apply to any members of the employee's family who accompany them on a trip.

14.2 Student Travel

Student travel expenses while working as an employee of the state are considered official University business when traveling on behalf of their position and shall be paid from the same source of funds from which the employee is paid.

Non-employee students who travel on official University business are reimbursed consistent with payments for state employees.

The purchase of food or beverage for students at higher education institutions is not allowable unless the student is in travel status.