

North Carolina Central
University

**Travel
Manual**

December 2025

Table of Contents

Contents

Section 1 – Purpose & Scope	4
Section 2– Authorization, Organization & Duties	4
A. Authorization for Travel.....	4
B. Organization.....	4
C. Roles and Responsibilities.....	4
Traveler.....	5
Delegate.....	5
Approver.....	5
Section 3 – Chrome River.....	5
A. Pre-Approval Report.....	5
Travel Card “T-card”	6
B. Expense Report.....	7
Documentation	7
Section 4- Transportation	7
A. Duty Station	7
B. Personal Vehicle	7
C. Rental Vehicle (Commercial).....	8
D. Commercial Airlines	8
E. Rail or Bus.....	8
F. Taxis, Private Car Services (ex. Uber), Shuttles and Limousines	8
Tips	8
G. Parking Fee and Tolls.....	9
Section 5- Subsistence (Lodging and Meals)	9
A. Lodging	9
Third Party Lodging.....	9
B. Meals	9
Guidelines for Reimbursement.....	9
Section 6- Conferences, Seminars, and Other Meetings	10
A. Conference.....	10
B. Training	11
C. Conference Registration Fees	11
Section 7- Other Travel Expenses	11
A. Blanket Travel	11
B. Travel Advances.....	11
C. International Travel	11
D. Group Travel Expenses.....	12
E. Non-State Employee Travel	12
Prospective Professional Employees.....	12
Students	12
Guest Speaker.....	12
Section 8- Cancelled Travel	13
Section 9- Appendices.....	13
Appendix A – Definition of Terms.....	13
Appendix B - Travel at your Fingertips.....	14
Appendix C – Travel Tips.....	14
Rules to Remember When You Travel.....	14
Before You Travel.....	15
While You Travel.....	15

When You Return.....	15
Things to Remember	15
Appendix D- Forms & Documents.....	15
New Card Application.....	15
Spend Profile Increases	15
Account Maintenance	15
Appendix E- Document Revision History.....	16

Section 1 – 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 on behalf of the University do not incur inappropriate or excessive expenses on behalf of the University and do not inappropriately gain from the University.

This policy applies to any employee, student, or other non-NCCU individual who incurs travel and/or business expenses on behalf of the University. All travel payments are contingent upon availability of funds.

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

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:

- [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](#)
- [NCCU Purchasing Manual \(2025\)](#)
- [NCCU P-Card Manual](#)

Section 2– Authorization, Organization & Duties

A. Authorization for Travel

A Travel Authorization pre-approval must be completed for all travel. All state employees should make every effort to complete a Travel Request fifteen (15) days prior to travel whenever possible. If fifteen (15) days is not feasible you will need to contact the Program Administrator. 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.

B. Organization

Requests for travel authorization for University related travel are processed through the Travel office. This office has been given the responsibility of administering the University's Travel Policies and Procedures. The Travel office is in the Purchasing Department on the second floor (2nd) of the Shepard Administration Building. This office is open between 8:00 a.m. and 5:00 p.m. Monday through Friday.

C. Roles and Responsibilities

Traveler

The traveler requesting reimbursement or payment bears the responsibility to:

- Obtain and submit appropriate documentation regarding travel costs.
- Verify all expenses being reimbursed or paid by the University are valid and in compliance with all NCCU 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 NCCU policies and procedures.
- Submit preapproval forms and documentation in Chrome River.
- Verify flight and hotel arrangements and ensure the schedule and booking are correct.

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 Travel Card (T-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.

Delegate

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

Approver

The approver is an individual authorized to approve expenditures. There may be multiple approvers based on the FOAP (Fund, Organization, Account, Program) used for the travel expenses. The approver is responsible for:

- Understanding the constraints and requirements of the fund from which travel expenses will be paid.
- Review all authorizations and reimbursements for adequate and accurate documentation.
- Ensuring 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.

Section 3 – Chrome River

Chrome River is the University's online expense reporting system used by all employees. In most cases, two reports must be submitted for each trip: one for pre-trip expenses (Pre-Approval Report) like airfare, registration fees, lodging deposits, etc. and one for post-trip expenses (Expense Report) diems, hotel balance, baggage fees, etc.

The Chrome River application can be accessed from the [myEOL](#) main page.

A. Pre-Approval Report

All travel must be approved by the traveler's supervisor, fund manager, or department head to ensure that the

travel is related to university business and in relation to student recruitment, athletics, accreditation, certification, safety training, mandatory meetings, or mandatory training, and that funds exist in their departmental budget to cover any expenses incurred by the traveler. Once the traveler receives the required approvals, they may proceed with travel booking travel expenses. Any travel commitments made prior to approval may not be reimbursed.

All travel requests should be submitted to the Travel office at least two weeks prior to the day the travel begins.

Travel Card “T-card”

The T-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 T-Card until a preapproval has been completed, approved, and submitted. The T-Card Administrator manages the travel card program.

Spending Limits

Each Travel Card (T-Card) is assigned a spend profile, which establishes the card’s spending limits. These limits include the maximum amount that can be spent per transaction and the total that can be spent per month. Default spend profile is set at Tier 1; however, spend profiles may be adjusted on a case-by case basis.

Transaction Limit	Amount
Tier 1	\$7,000
Tier 2	\$15,500
Tier 3	\$22,500

Allowable & Non-Allowable Purchases

The table below provides guidance on allowable and non-allowable purchases under the T-Card Program. In exceptional circumstances, the Director of Procurement Services or the Program Administrator may approve a purchase that is otherwise classified as non-allowable, provided there is a documented and justifiable business need and prior written authorization is obtained.

Table 1- Allowable & Non-Allowable Travel Purchases	
Allowable	Non-Allowable
<ul style="list-style-type: none"> • Lodging • Airfare • Rail • Bus Travel • Rental Cars (Enterprise) • Parking • Baggage Fees • Tolls • Qualified Business Meals & Refreshments (Traveling with Students) 	<ul style="list-style-type: none"> • Personal Use • Cash advances • Gift Certificates, Gift Cards or Prepaid Cards • Charter bus and Charter air services • Late Check-out • Travel insurance • Locksmith Services • Memberships • Moving expenses • Parking Tickets • Pre-Paid Tolls • Towing and/or fueling of personal vehicle • Alcohol

B. Expense Report

Expense reports are used to document and request reimbursement for approved travel and business-related expenses. All expense reports must be submitted within 15 days of the travelers return date, include required supporting documentation, and comply with University, state, and funding source requirements.

Documentation

Specific documentation must be uploaded and attached to the Travel Report in Chrome River. Required documentation is listed below.

- Itemized receipts must be electronically submitted to substantiate all costs except those specifically exempted by the State Budget Manual, such as per diem meals, and hereby referenced in this document.
- The documentation provided with the reimbursement request must clearly substantiate the appropriateness and accuracy of the item, the method of payment (cash, cancelled check (front and back), the amount and that the individual paid for the item (if a travel or non-travel reimbursement). Evidence includes original itemized receipts (electronic version is acceptable), hotel bill (if applicable) with a \$0 balance, conference agendas (if applicable), and other documentation appropriate to the situation.
- T-Card or non-travel purchases require an original (electronic version from the vendor is acceptable), itemized receipt to substantiate the charge.
- The documentation must also accurately indicate the times of travel and items submitted for reimbursement must conform to that period.
- Sensitive information (bank account number, routing number, and credit card number except the last four digits) must be redacted.

Section 4- Transportation

University travel should be conducted in the most efficient manner and at the lowest and most reasonable cost to the University. Often, the most practical mode of travel is by passenger vehicle. Per the [State Budget Manual](#), the mode of travel by passenger vehicle, whether in-state or out-of-state, should be considered in the following order: make use of state term contracts for short- term rentals ([State Term Contract 7811A - Passenger Vehicle and Box Truck Rental](#)) and reimburse for use of personal vehicles on a limited basis and carpool whenever possible.

A. 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.

B. Personal Vehicle

The use of personal vehicles should be on a limited basis. Actual mileage is reimbursable when using a personal vehicle on approved travel. Always refer to the travel rates website for the most up to date rates.

It is the intent of the State that state employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the state. With regards to passenger vehicle travel, whether in- or out-of-state, agency travel policies shall:

- Maximize utilization of state-owned vehicles (agency-owned or agency-assigned vehicles owned by the

Department of Administration),

- Make use of State term contracts for short-term rentals and
- Reimburse for use of personal vehicles on a limited basis.

Agencies are encouraged to establish policies that promote efficient travel, such as ridesharing. When State-owned resources are not available, the agency may procure vehicles through the State's term contracts or reimburse use of personal vehicles. If a state employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). A state employee shall be reimbursed the business standard mileage rate set by the Internal Revenue Service (**.70 cents per mile effective January 1, 2025**). Parking fees and tolls are reimbursable when the required receipts are obtained. Fines for traffic and parking violations are the responsibility of the state employee.

C. Rental Vehicle (Commercial)

For both in-state and out-of-state travel, rental vehicles shall be obtained through the State's term contracts when available. Unless prior approval has been obtained from the department head or his or her designee, the state employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State's term contract for short-term vehicle rentals. No reimbursement will be made for rental insurance purchased because state employees are covered under the State's auto insurance program. However, reimbursement for auto-mobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations.

D. Commercial Airlines

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 unallowable and not reimbursable.

E. Rail or Bus

The T-Card is the preferred method for payment when purchasing rail or bus tickets. The actual cost of coach fare for rail and bus service on State or University business is reimbursable when the departure and return dates are within one (1) calendar day of the purpose of travel. Additional fees within coach class are allowable only when advised by ADA that such accommodation is necessary. Rail or bus fare is limited to actual main cabin fare, substantiated by receipt.

F. Taxis, Private Car Services (ex. Uber), Shuttles and Limousines

The T-Card is the preferred method for payment of taxis, private car services (ex. Uber), shuttles, and limousines when practical. The actual costs of fares are reimbursable when required for travel on state business. The traveler should use the most economical mode of transportation.

Tips

Tips for taxis, private car services (e.g., Uber), shuttles, and limousine services are allowable and reimbursable. Excessive tips will not be reimbursed. Tips for meals are not reimbursable, as they are included in the meal allowance.

G. Parking Fee and Tolls

Parking fees and tolls may be paid with the T-Card when practical and/or are reimbursable when incurred while traveling on official state business. Parking costs that are considered excessive or incurred solely for the convenience of the traveler are not reimbursable.

Examples of excessive or inappropriate parking include the use of an airport's hourly parking lot for an overnight trip. When parking at airports during travel, economy parking lots must be used.

Receipts are required for all parking fees and tolls. EZ-Pass subscription fees are not reimbursable.

Section 5- Subsistence (Lodging and Meals)

To be eligible for allowances while in travel status, the employee must be acting in an official capacity as required by his/her work activities and the travel destination must be at least 35 miles from the employee's duty station or home, whichever is less. This thirty-five-mile limitation is defined as a thirty-five-mile radius from the city limits or boundaries of a town, village, or home, whichever is less. Subsistence rates are established by the State. Separate rates are established for in-state travel and out-of-state travel. Out-of-state travel status begins when the employee leaves the State and remains in effect until the employee returns to the State. However, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period. Always refer to the travel rates website for the most up to date rates.

A. Lodging

The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense. Lodging expenses are not reimbursable unless the travel destination is at least 35 miles from the employee's duty station or home, unless prior approval is obtained. Excess lodging is not allowed for reasons of convenience or personal preference for the employee.

Third Party Lodging

Reimbursement for lodging in a non-hotel 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 allowed only if the agency can document that per day lodging rates will cost less than standard in state or out of state lodging rates described in Section 5.1.8. OSBM considers all campgrounds and campsites including National and State Parks as Third-Party Lodging, regardless if it is under the state rate. Airbnb is also considered as Third-Party Lodging. Internal agency approved third party lodging requests and payments must include documentation contained in travel records that provide evidence of savings to the State. Third party lodging agreements are not allowed among family members or where such agreements or payments create a financial conflict of interest to the traveling employee or other agency managers or employees. Third party lodging may include, yet is not limited to, online website house or room rental services.

B. Meals

Guidelines for Reimbursement

Each employee is responsible for his or her own request for reimbursement. Tips for meals are included in the meal allowance. Each reimbursement form must show the time of departure and time of return for purposes of ensuring compliance with travel regulations (see Section D-2 below). The employee may not request

reimbursement for meals included in registration fees, conference fees, hotel registrations, etc. An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast. It is the responsibility of the traveler's supervisor to ensure that duplicate reimbursement for such meals is not approved.

a. Meals During Overnight Travel

A University employee in overnight travel status on official University business may be reimbursed for meals including lunch. The travel must involve a travel destination at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

To be eligible the following criteria must be met:

- Breakfast – Depart duty station prior to 6:00 A.M.
- Lunch - Depart duty station prior to Noon on day of departure or Return to duty station after 2:00 P.M. on day of return.
- Dinner -Depart duty station prior to 5:00 P.M. on day of departure or Return to duty station after 8:00 P.M. on day of return

b. Meals and Day-to-Day Activities

University employees may not be reimbursed for meals eaten in conjunction with a conference, assembly, convocation, or meeting, by whatever name called, of employees within the University, or between employees of the University and other State departments, institutions, or agencies to discuss issues relating to the employee's normal day-to-day business activities.

c. Meals for Required Employee Attendance

A University employee may be reimbursed for actual costs of meals, including lunches, when the employee's job requires his attendance at the meeting of a board, commission, committee, or council in his/her official capacity and the meal is preplanned as part of the meeting for the entire board, commission, committee or council. Such board, commission, committee, or council must include persons other than University employees. Documentation (receipt or brochure showing required meal cost) must be attached to the Travel Reimbursement form.

d. Excess Meals

No excess reimbursement will be allowed for meals unless there are predetermined charges, or the meals were for out-of-country travel. The department head or his or her designee may grant excess subsistence for meals for out-of-country travel.

Section 6- Conferences, Seminars, and Other Meetings

A. Conference

A conference is a planned event that includes a formal agenda or curriculum and is intended for training, professional development, or the exchange of information. A routine staff meeting does not qualify as an internal conference. A routine staff meeting does not qualify as a conference.

Requirements and Limitations

- No payment for meals is allowed unless overnight travel criteria are met.
- The conference is planned in detail in advance, with a formal agenda or curriculum.
- An event flyer, invitation, or registration notice that sets forth the calendar of events and the detailed schedule of costs must be provided.
- No payment for meals will be allowed if the conference provides meals as part of the registration fee or agenda, regardless of whether the traveler chooses to participate.

B. Training

Employee training involves courses that develop an employee's knowledge, skill, and ability to perform the duties of his/her present job, such as courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in leading to an education degree.

C. Conference Registration Fees

Conference Registration Fees when traveling overnight should be paid using the Travel Card (T-Card). If there is no overnight travel associated with the registration can be paid via Purchasing Card (P-Card) or Check Request in Eagle Purch.

Section 7- Other Travel Expenses

A. Blanket Travel

Blanket Travel authorizations are typically used for employees who travel frequently for University business within a specified time period. All travel expenses incurred under a Blanket Travel authorization must comply with University travel policies and be properly documented and reconciled in Chrome River. Departments wishing to request Blanket Travel must work with the Travel Office to determine eligibility and ensure appropriate approval is obtained.

B. Travel Advances

Permanent full-time employees traveling on state business who have not been issued state credit cards (T-cards) may be issued cash advances when authorized by the travel office, controller, department head, or their designee in order that personal funds will not be required. No travel advances will be issued to non-state employees or students. Departments wishing to request a travel advance must work with the Travel Office to determine eligibility and ensure appropriate approval is obtained.

C. 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 Chrome River, the system will convert the amount to U.S. dollars using the appropriate exchange rate.

Notification of The Office of International Affairs (OIA): International travelers are responsible for notifying the University's OIA of their travel plans prior to travel. Requests that indicate international travel destinations will result in a reminder of this requirement in Chrome River.

D. Group Travel Expenses

Generally, travelers should request reimbursement individually by following the applicable guidelines outlined in this manual. Departments hosting or sponsoring a group for University-approved travel must work with the Purchasing Office to reserve lodging and establish any required contracts. Group travel expenses are not eligible for reimbursement. The host or sponsor will generally receive a cash advance upfront to cover approved group travel expenses.

Required Documentation

The following documentation must be attached to the Chrome River Request:

- i. complete list of travelers
- ii. A statement signed by each student indicating the amount of meal funds received, if funds were advanced for meals (also referred to as a Distribution of Funds)
- iii. Any additional documentation requested by the Travel Office as part of its review of the reimbursement request

E. Non-State Employee Travel

Travel expenses for non-employees (e.g., job candidates, speakers) and students is managed in Chrome River. Non-state employees traveling on official University business whose expenses are paid or reimbursed by the University are subject to these policies and procedures, including statutory subsistence allowances, to the same extent as are University employees. Travel expenses for members of a non-employee's family are not reimbursable by the University. No travel advances will be made to non-state employees.

Prospective Professional Employees

The appropriate Dean or Department Head may approve reimbursement of certain expenses of prospective professional employees visiting the University for Employment Interviews. Excess lodging expenses may be approved in the same manner as for employees.

Students

Student travel expenses while working as an employee of the state is considered official state business when traveling on official state business. When they are traveling on behalf of their position they shall be paid from the same source of funds from which the employee is paid. Non-employee students at state institutions who travel on official state business are reimbursed from the General Fund at the same extent as are state employees. All other student related travel must be paid from non-General funds supporting that particular organization or activity. Funds specifically appropriated or legally directed for student travel are authorized to be used for student travel expenses.

Guest Speaker

Guest Speakers' travel can be processed via a requisition in Eagles Purch by contract using a Guest Speaker Agreement.

Section 8- Cancelled Travel

Penalties and charges resulting from the cancellation of travel reservations (including airline or hotel reservations and conference registration) shall be the University's obligation if the 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 University. If the cancellation or change is made for the personal benefit of the employee, it will be the employee's obligation to pay the penalties and charges. However, 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 University may pay the penalties and charges.

Section 9- Appendices

Appendix A – Definition of Terms

Approval Delegate – A Chrome River term for an employee who has been given the responsibility to approve reports for another approver who happens to be out of the office.

Attachments – documents pertaining to the reimbursement. Such as registration documents, transportation documentation, taxi/shuttle receipts, baggage receipts, hotel receipts, agenda, etc.

Authorizer (for manual travel) – one (or more) person with the authority to approve the traveler's absence from the University and participation in official University business.

Budget Authority (for manual travel) – one (or more approver) with the authority to access funding and reimburse expenses to the traveler.

Commuting- No reimbursement shall be made for the use of a personal vehicle, in commuting from an employee's home to his duty station. (No mileage reimbursement is allowed to employees on "call back" status.)

Delegate – an employee that can prepare a Preapproval/Expense Report on behalf of another employee in Chrome River.

Departure and Return Dates- Departure and return dates (for airfare tickets, hotel check-in, and check-out, etc.) should be within one (1) calendar day of the business purpose event for travel within the U.S. When traveling by common carrier to conduct official University business, employees traveling to their destination earlier than necessary and/or delaying their return to benefit the state of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the department head or their designee, the amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence. Printed documentation must be provided with the traveler's reimbursement form.

Duty Station – defined as the location where the employee is assigned to. Usually, an employee's duty station is their university office or clinic.

Employee In-State Travel – designated for travel within the State of North Carolina including travel immediately prior to leaving the State.

Employee Out-of-State Travel – assign this distinction when the traveler is leaving the State of North Carolina but remaining within the United States.

International Travel – used when the traveler is leaving the United States. Although United States Territories, the following destinations are considered international travel for the purposes of assigning the correct signatures, Puerto Rico, and Northern Mariana Islands.

Non-Employee – any traveler that NCCU is reimbursing for travel that is not on NCCU’s payroll. Examples of non-employees include prospective professional employees and speakers. Should use the non-employee travel codes instead of employee travel codes.

Appendix B - Travel at your Fingertips

Mode of Transportation	Transportation Rates	Receipt Required?
AIRCRAFT:		
Commercial Aircraft	Actual economy/ main Fare	Yes
Chartered Aircraft	Actual Cost	Yes
BUS	Actual economy/main Fare	Yes
PARKING AND TOLLS	Actual Cost	Yes
PRIVATE VEHICLE:		
(Trip does not exceed 100 miles)	.70 cents per mile	Yes MapQuest
PUBLIC TRANSPORTATION	Actual Cost	Yes
RENTAL CAR	Actual Cost	Yes
TAXIS AND SHUTTLES	Actual Cost	Yes
TOLLS	Actual Cost	Yes
TRAIN	Actual Cost	Yes
REGISTRATION FEES	Actual Cost	Yes
BAGGAGE FEES	Actual Cost	Yes

SUBSISTENCE RATES (MEAL ALLOWANCE INCLUDES TIPS)		
Meals in overnight status.	In State	Out State
Breakfast: leave before 6 AM and day extended by 2 hours	\$10.60	\$10.60
Lunch: be in overnight status leave before Noon day of departure or return after 2:00pm	\$14.00	\$14.00
Dinner: leave before 5 PM or return after 8 PM and the day is extended by 3 or more hours	\$24.40	\$27.70

Appendix C – Travel Tips

Rules to Remember When You Travel

- Plan ahead and allow at least 2 weeks before applying for a travel advance.

- Obtain your supervisor's written approval before travel.
- Complete Travel Authorization form before traveling (exceptions are local and one-day trips not involving airfare or meals).
- Complete Travel Reimbursement form promptly within 30 days of return from trip.
- Make travel arrangements early to secure attractive prices for lodging and transportation.
- Practice good judgment and prudence when incurring expenses. Luxury rooms, suites, personal services, and similar expenses will not be reimbursed.
- Review regulations affecting use of private cars, rental cars, taxis, and commercial carriers.
- Learn the basic regulations, which apply to University travel so you can avoid personal costs.

Before You Travel

A Travel Pre-Authorization must be completed and approved for any overnight travel (exception: local or one-day travel not involving airfare or meals).

- Calculate estimated expenses.
- Submit pre-approval in Chrome River at least two weeks before travel date.
- Confirm all required approvals (supervisors) have been acquired. Make sure supervisor has signed the form.

While You Travel

Obtain proper receipts for authorized expenses.

When You Return

- Complete the Expense Report with all associated receipts
- If no travel advance is received prepare a Travel Reimbursement form and attach appropriate receipts.
- Obtain appropriate signature from supervisor.
- After processing, the traveler will receive a reimbursement check for allowable expenses.

Things to Remember

Expense Report must be filed within **15 working days** following travel completion. If Expense Report is submitted after the 15-day time period, an explanation must be provided as to the reason for noncompliance.

Failure to comply with the filing deadline may result in denial of reimbursement.

Appendix D- Forms & Documents

New Card Application

Employees recommended for participation in the T-Card Program must complete a [Card Application and Agreement](#) (available in myEOL Forms and Documents).

Spend Profile Increases

Cardholders requesting an increase to their spending profile (single, daily, or monthly limit) must submit a [T-Card Limit Increase Request Form](#).

Account Maintenance

To request a permanent change to a Bank of America Works account—such as Department Change, Name

Update, Adding a FOAP, or Updating a Reconciler/Approver—the Cardholder must submit a [T-Card Maintenance Form](#) (available in myEOL Forms and Documents).

Appendix E- Document Revision History

REVISION DATE	APPROVED BY	REVISION DETAILS
JANUARY 2026	Ashley Hill	Established Document