International Travel
What to know before they go!

Thursday, February 15, 2018
Julie Hughes, Travel & Complex Payment Supervisor
International Travel

• Key questions:
  • Where, when, & why?
    • Notify Export Control
  • Combining business and personal?
  • Federal Per Diem?
  • Business Class Airfare?
  • Airbnb – Third Party Lodging?
  • Translating receipts
  • Currency Conversions
International Travel

When traveling outside the United States for University business, be aware that federal export regulations prohibit travel to sanctioned countries, as well as the unlawful export of specific commodities. Before traveling to a foreign country:

- Must notify Export Control, Facility Security Officer FSO@uncc.edu prior to travel
- Review Policy #316 Export Control
- Review the Office of Research and Economic Development Export Controls Page
- When traveling internationally with laptops, PDAs, cell phones, or digital storage devices (including flash drives):
  - Must complete Export Control Checklist (EMP attachment 2)

Current restricted countries:
- Iran, North Korea, Sudan, Syria and Cuba (limited)

Be advised air travel is limited to a carrier under the Fly America Act.
Travel Approval

- Prior approval is required for (non-hotel) Third Party lodging on a separate form
- Blanket Travel Authorizations (TA) - do not cover international travel, individual TAs are needed for each international trip
- TA should be submitted to the Travel Office at least 2 weeks before travel when possible
- Make prepayments with p-card
- Advance approval required by state guidelines for:

<table>
<thead>
<tr>
<th>IV. Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Approval Required by Supervisor</td>
</tr>
<tr>
<td>Indicate if any of the following apply to this trip:</td>
</tr>
<tr>
<td><strong>Cost comparison must be attached</strong></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Signatures</td>
</tr>
<tr>
<td>By providing my name below, I acknowledge that reimbursement of travel expenses is subject to University travel policies and my request for reimbursement must be submitted within 30 days after completion of the trip.</td>
</tr>
<tr>
<td>Signature of Traveler</td>
</tr>
<tr>
<td>By providing my name below, I acknowledge that I have examined this authorization and certify it is necessary and proper. I also confirm that funds will be available to cover the estimated expenses for this authorized travel.</td>
</tr>
<tr>
<td>Supervisor’s Printed Name</td>
</tr>
<tr>
<td>Supervisor’s Signature</td>
</tr>
</tbody>
</table>
Business and Personal Travel

Additional Travel days considered business:
• Internationally – 2 calendar days before/after business
  *(For some countries additional days can be considered, email the Travel office if additional business travel days may be needed)*

• Sample dates of Business:
  • 3/12-3/15 travel to Dublin, Ireland

• What are the allowable travel days?
  • 3/10-3/17

• Traveler wants to extend trip, traveling on 3/8-3/19

• When extending travel outside of allowable travel days, or if traveling from a personal location instead of the business location, it is adding personal travel to the business travel

• Travelers must ensure that the university will not incur extra expense due to the personal component of the trip
Business and Personal Travel

• Obtain an airfare cost comparison
  • Printed document from travel agency or online travel site obtained on the same date as purchased ticket (should be reasonable based on business needs)

• If cost comparison for allowable business time is less than the actual (with personal time), cannot be paid via voucher codes or p-card
  • If actual is less can pay with p-card

• Attach cost comparison to Travel Authorization or Reimbursement form

• Required fields on Travel forms

**Cost comparison must be attached**
# In-state and Out of State/Country Subsistence (Food and Lodging)

Rates effective as of 7/1/17:

<table>
<thead>
<tr>
<th>In-State</th>
<th>Out of State/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>$8.40</td>
<td>$8.40</td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>Dinner</td>
</tr>
<tr>
<td>$18.90</td>
<td>$21.60</td>
</tr>
<tr>
<td>Hotel/Lodging</td>
<td>Hotel/Lodging</td>
</tr>
<tr>
<td>$71.20</td>
<td>$84.10</td>
</tr>
</tbody>
</table>

**Rates change periodically so always reference the rates tab on the travel forms for the most updated amounts.**

***Hotel/Lodging rate is maximum amount allowed by the State when an approved Travel Authorization is not in place.***
Federal Per Diem

- Allowable when traveling abroad (internationally)
  - Require supervisor approval, prior to travel, on the Travel Authorization

- Attach rates per US Department of State’s website to the Travel Reimbursement form
  - 2 part process
    - Print Rate by Location

- Print Breakdown of Meals (appendix B)
Business Class Airfare

- Only Allowable when traveling Internationally
- Requires prior approval by supervisor on the travel authorization

Plan ahead and book the business class seating at the time of purchasing the airfare to ensure a reasonable cost
  - Last minute upgrades with excessive costs may not be approved
- Allowable from a State fund
- Allowable on the p-card
- May not be allowable on some Grant funds be sure to verify that it is allowable on Grant fund before purchasing
- Seating charges now allowed from State funds*
Third Party Lodging

- **Third Party Lodging Policy**
- Prior approval is required
  - Apartments
  - Houses
  - Bed and Breakfasts (Airbnb)
- Complete and submit the Third Party Lodging Request Form to the Travel Supervisor
- Include documentation for desired location and 3 comparisons

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**UNC CHARLOTTE**

**THIRD PARTY LODGING AUTHORIZATION REQUEST**

Prior-approval for lodging in a 3rd party establishment/apartment building

UNC Charlotte is required to apply the [North Carolina Budget Manual](#), which is maintained by the Office of State Budget and Management (OSBM), to all state-funded travel expenditures. Authorization is required for any request to stay in a 3rd party establishment no less than two weeks PRIOR to the travel dates. Reference OSBM Budget Manual §5.1.6 Reimbursement for Lodging and §5.1.8 Third Party Lodging. The following information is needed to determine lodging reimbursement approval.

<table>
<thead>
<tr>
<th>I. Header</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler’s Name</td>
<td>UNC Charlotte ID #</td>
</tr>
<tr>
<td>Norm Niner</td>
<td>800494949</td>
</tr>
<tr>
<td>Requesting College/Department</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Julie Hughes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Return Date</th>
<th>Business Purpose for Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2016</td>
<td>7/10/2016</td>
<td>University Mascot Conference</td>
</tr>
</tbody>
</table>
What documentation is needed?

**TRAVEL REIMBURSEMENT CHECKLIST**

--- Complete and submit with Travel Reimbursement and receipts to the Travel Office ---

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Travel Return Date</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Travel Authorization** submitted before travel.
- **Receipts & Supporting Documentation Submitted by Traveler.**
  
  - Check all applicable boxes. Enter the date all applicable items were received from the traveler.
  - **Document supporting the business purpose** of the trip that includes the business dates, location and purpose (e.g., conference registration, meeting invite or research itinerary).
  - **Agenda** to support business purpose for subsistence meals and non-subsistence business meal(s).
    - All meals circled (make a note next to meals not provided as part of the conference).
    - Note by breakfast meals whether **continental** (e.g., rolls, cereal, fruit) or **full** (i.e., hot items: eggs, meat).
  - **Airfare receipt / itinerary** (if receipt doesn’t show detailed itinerary) showing a $0 balance. Enter TXN# in Reference/Other Notes if paid with a p-card.
  - **Airfare cost comparison** if choose to drive over 500 miles away (one way) instead of flying OR if combining business and personal trips.
  - **Allowable tip amount** with purpose annotated in the corresponding Reference / Other Notes area. See Rates tab for tip details.
  - **Business Meals other than subsistence:** documentation attached and allowable fund(s) used
    - Complete the Food, Beverage and Amenity Expense Documentation (FBAE).
    - Paid itemized receipt (tip 20% or less).
    - Discretionary or authorized unrestricted funds used to pay for business meal(s).
  - **International Travel:** approvals obtained and documents attached, *except Grant funded international travel*
    - Prior approval on TA authorizing business class airfare and/or federal per diem meal rate.
    - If federal per diem approved: attach printout of Rate by Location and Breakdown of meals (Appendix B).
    - Currency conversion and fee documentation attached.
Receipts

• Receipts are required for reimbursement
  • Receipts not required for subsistence meals or tips

• A valid paid receipt must include evidence that supports
  • Date
  • Time
  • Place
  • Amount

• Credit card receipts must be electronically redacted or only contain the last 4 digits (some foreign receipts have the full CC# noted)

• Receipts required for remaining expenses and should be attached to the Travel Reimbursement
Receipts

- Foreign receipts need to be translated (free google translate app)
Travel Reimbursement

• Original p-card receipts should be scanned into Works and a copy of the receipt (with the TXN# noted) attached to the TR

• When foreign currency is used, a currency conversion must be provided for the date the payment was made
  • Currency Conversion site:
Travel Times

Departure/Return times should be when traveler leaves/returns their home or duty station (not flight times)

<table>
<thead>
<tr>
<th>Flight</th>
<th>Depart</th>
<th>Arrive</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Airlines 732</td>
<td>Charlotte (CLT)</td>
<td>London (LHR)</td>
</tr>
<tr>
<td></td>
<td>January 12, 2018 08:25 PM</td>
<td>January 13, 2018 09:15 AM</td>
</tr>
<tr>
<td></td>
<td>Travel Time: 7 h 50 m</td>
<td>Booking Code: S</td>
</tr>
<tr>
<td></td>
<td>Class: Economy</td>
<td>Plane Type: 333</td>
</tr>
<tr>
<td></td>
<td>Seat: ---</td>
<td></td>
</tr>
<tr>
<td>American Airlines 6552</td>
<td>London (LHR)</td>
<td>Paris (CDG)</td>
</tr>
<tr>
<td></td>
<td>January 13, 2018 11:45 AM</td>
<td>January 13, 2018 02:05 PM</td>
</tr>
<tr>
<td></td>
<td>Travel Time: 1 h 20 m</td>
<td>Booking Code: S</td>
</tr>
<tr>
<td></td>
<td>Class: Economy</td>
<td>Plane Type: 321</td>
</tr>
<tr>
<td></td>
<td>Seat: ---</td>
<td></td>
</tr>
<tr>
<td>American Airlines 6243</td>
<td>Paris (ORY)</td>
<td>Newark (EWR)</td>
</tr>
<tr>
<td></td>
<td>January 21, 2018 01:50 PM</td>
<td>January 21, 2018 04:35 PM</td>
</tr>
<tr>
<td></td>
<td>Travel Time: 8 h 45 m</td>
<td>Booking Code: S</td>
</tr>
<tr>
<td></td>
<td>Class: Economy</td>
<td>Plane Type: 767</td>
</tr>
<tr>
<td></td>
<td>Seat: ---</td>
<td></td>
</tr>
<tr>
<td>American Airlines 1277</td>
<td>Newark (EWR)</td>
<td>Charlotte (CLT)</td>
</tr>
<tr>
<td></td>
<td>January 21, 2018 07:20 PM</td>
<td>January 21, 2018 09:27 PM</td>
</tr>
<tr>
<td></td>
<td>Travel Time: 2 h 7 m</td>
<td>Booking Code: S</td>
</tr>
<tr>
<td></td>
<td>Class: Economy</td>
<td>Plane Type: 738</td>
</tr>
<tr>
<td></td>
<td>Seat: ---</td>
<td></td>
</tr>
</tbody>
</table>
Subsistence Meals

See earlier slide for rates
Allowable subsistence during **overnight** travel:
* (please note change per OSBM 1/1/2018 no meals allowed if no overnight stay)

**Guidelines for meals from OSBM 5.1.12, Meals during Overnight Travel:**

- **Breakfast** is allowed when the traveler departs the duty station prior to 6:00 am.
- **Lunch** is allowed when the traveler departs the duty station prior to 12:00 pm (day of departure) or returns to the duty station after 2:00 pm (day of return).
- **Dinner** is allowed when the traveler departs the duty station prior to 5:00 pm (day of departure) or returns to the duty station after 8:00 pm (day of return).

<table>
<thead>
<tr>
<th>Departure Time</th>
<th>Return Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30 AM</td>
<td>4:30 PM</td>
</tr>
</tbody>
</table>

- Based on this Departure Time can the traveler claim Breakfast?
  - Yes

- Based on this Return Time can the traveler claim Dinner?
  - No
Additional Meal Expenses

- Attach Food, Beverage and Amenity Expense Documentation for business meals with non-employees or business meals in excess of per diem
- Must come from Discretionary funds

**Food, Beverage, and Amenity Expense Form**

Supporting Documentation

In compliance with [University Policy 601.8](http://finance.uncc.edu/resources/forms), "Appropriate Use of University Funds," this form is intended to substantiate the tax treatment and appropriate fund source of certain expenditures that support the University's mission, but need additional documentation to support the business purpose. This form must accompany any type of payment request (e.g., Purchasing Card, 49erMart Requisition, Direct Pay Request) where one of these types of expenditures are made. Completion of this form signifies an accurate representation of the event that occurred, and attests the expenditures incurred were an ordinary and necessary part of University business. For questions regarding this form please contact the Controller's Office at controller@uncc.edu.

1. **Business Purpose:** (Select one from the drop-down list)

   - Administrative meal

   Provide a valid business purpose on the line below

   **If applicable, select one to continue**
   
   - External
   - Internal
   - Not Applicable

   *If business purpose is NOT a conference, seminar, workshop, training, or retreat*

Be sure to always use a new form and to go to the web site to select the most current form – New form 1/2017

[http://finance.uncc.edu/resources/forms](http://finance.uncc.edu/resources/forms)
Contacts

• Travel and Complex Payments
  • Reese Building, 3rd Floor

• Payment Specialists
  • Jane Hawes (A-E)
  • Chloe Black (F-Lh)
  • Chris Maynard (Li-R)
  • Wendy Haigler (S-Z)
Best way to reach Specialists - travel@uncc.edu

• Processing turn-around time estimated 7 - 10 business days
• Delegated Authority reimbursement 3 business days
Contacts

• Reconciliation Auditor/Vendor Set-up
  • Melanie Stricklin 704-687-8825

• Travel & Complex Payment Supervisor
  • Julie Hughes 704-687-5650 or jrhughes@uncc.edu

• Associate Controller – Accounting & Disbursements
  • Ron Sanders 704-687-5786

• Controller
  • Laura Williams
Questions ?
International Travel Recap:

- Where, when, & why
  - Get support for business purpose
  - Notify Export Control
- Allowable travel days
  - Combining business and personal
  - Same-day airfare comparison
- Federal Per Diem
  - Print off Rates
- Business Class Airfare
  - Purchase at time of airfare
- Airbnb = Third Party Lodging
  - Complete Third Party Request Form in Advance
- Google Translate for receipt translations
- Currency conversion ($0 out fees/date of trans)