Timeline	Required Action

≥10 days prior to travel start date.	**<u>For paid (reimbursed) and unpaid University-related travel:</u>**
	• Submit a Prior Approval Travel Request form (http://www.med.unc.edu/cellbiophysio/about-us/for-employees#docs) to Janice Warfford at 5200A MBRB or janice_warfford@med.unc.edu if the account from which you're seeking a reimbursement is administered by Cell Biology and Physiology (CBP).
	  ○ Please note that Prior Approval Travel Request forms do need to be submitted for all fund types (startup, overhead, bridge, grant, trust, etc.).
	• Once forms are signed/approved they will be filed in the Administrative Office for audit purposes.
	• Employees will be notified when their forms have been approved. Please refrain from making travel arrangements until approval notification is received.
	  ○ If travelling internationally, employees must register their trip with the UNC Global Travel Registry by visiting http://globaltravel.unc.edu/login.cfm.
	  ○ Those travelling internationally also must enroll in the travel insurance program established by the General Administration for the UNC System. To enroll, contact Janet Hoernke in Risk Management Services at 919-962-6681 or janet_hoernke@unc.edu. The cost* for travel insurance may be direct-billed. Contact your Accounting Technician or Grant Manager concerning travel insurance expense allowability on certain accounts/types of funds.
	  ○ Visit http://global.unc.edu/travel-info/travel-insurance-and-risk-management/ for additional information.
	
	<u>For travel as part of an External Professional Activity for Pay (EPAP):</u>
	• Visit http://policies.unc.edu/policies/external-activities/ for information on what constitutes an EPAP.
	• Submit a Notice of Intent (NOI) by visiting https://apps.research.unc.edu/air/ if your travel is considered part of an EPAP.

≤30 days after returning from travel.	**<u>If seeking a reimbursement:</u>** • Turn in all appropriate receipts and documentation to your Grant Manager or Accounting Technician for processing. **<u>For travel sponsored by a vendor of patient care or research:</u>** • Visit

Timeline	Required Action

	http://www.med.unc.edu/www/about/administration/files/vendorrelationshipspolicy to review and ensure your understanding of the SOM/HCS's policy on vendor relationships related to biomedical research or patient care.
	• If applicable, disclose any vendor-sponsored travel on the Vendor Relationship form which can be found at http://www.med.unc.edu/ois/vendor-relationship-conflict-of-interest-policy after paging through a brief review of form instructions and vendor relationship policy.
	
	If research is Public Health Services (PHS) funded:**
	• Visit http://policy.sites.unc.edu/files/2013/04/Individual-COI-Policy.pdf to review and ensure your understanding of the University Conflict of Interest (COI) policy.
	• Investigators who receive PHS research funding are required to file a COI travel disclosure form under certain conditions.
	  ○ This disclosure must be made if 1) travel is related to your institutional responsibilities and 2) travel is sponsored by an organization other than the University, the Federal government, a US state government, a US local government, or another US academic institution.
	  ○ The COI travel disclosure form can be found at http://www.med.unc.edu/ois/vendor-relationship-conflict-of-interest-policy.
	• The COI travel disclosure will capture the sponsor/organizer, travel purpose, destination, and duration of travel.
	• Exclusions from disclosure include travel paid directly by the University, a US public entity, or another US academic institution.
	• The University has created a decision tree on this particular disclosure process: http://www.unc.edu/depts/legal/rcp/traveldisclosuretree.pdf
	• Please note that while this disclosure must be filed no later than 30 days after the occurrence of the travel, UNC would prefer that this disclosure be filed prior to the start date of travel.

Important Note:

More than one policy and reporting form may apply for proposed travel given the particular circumstances of the travel and whether an employee is a researcher with PHS funding. For example, if you wish to consult for a pharmaceutical company, you must seek advance approval by submitting a NOI

prior to engaging in the EPAP, and afterwards, you must disclose this financial interest with the pharmaceutical company on the Vendor Relationship form.

*Current Travel Insurance Program Rates:
$3.25 per day (for ages 69 and younger)
$4.25 per day (for ages 70-76)

**PHS agencies include:
Agency for Healthcare Research and Quality (AHRQ)
Agency for Toxic Substances and Disease Registry
Centers for Disease Control (CDC)
Centers for Medicare and Medicaid Services (CMS)
Food and Drug Administration (FDA)
Health Resources and Services Administration (HRSA)
Indian Health Services (IHS)

- National Institutes of Health (NIH)
- Office of Global Affairs
- Office of the Assistant Secretary for Health, including:
    - Office of Minority Health Resources Center (OMH)
    - Office of Population Affairs (OPA)
    - Office of Research Integrity (ORI)
    - Office of Research on Women's Health (OWH)
- Office of the Assistant Secretary for Preparedness and Response, including: Biomedical Advanced Research and Development Authority (BARDA)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

Non-PHS organizations that have adopted PHS regulations:

- Alliance for Lupus Research
- American Cancer Society
- American Heart Association
- Arthritis Foundation
- Susan G. Komen for the Cure