Department of Cell Biology and Physiology

Policy and Procedure: Travel Approval and Reimbursement

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| **Timeline** | **Required Action** |
| **≥10 days prior to travel start date.****Foreign travel request forms should be submitted to Mary Wright no earlier than 90 days prior to the trip.** | **For paid (reimbursed) and unpaid University-related travel:*** Submit a Prior Approval Travel Request form (<http://www.med.unc.edu/cellbiophysio/about-us/for-employees#docs>) to Mary Wright, 6312 MBRB, or mary\_wright@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 must be submitted for all fund types (startup, overhead, bridge, grant, trust, etc.), and regardless of reimbursement.
* 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 traveling 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 (*Mary Wright will submit this information on your behalf)*.
	+ Visit <http://global.unc.edu/travel-info/travel-insurance-and-risk-management/> for additional information.

**For travel as part of an External Professional Activity for Pay (EPAP):*** 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.
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| **≤30 days after returning from travel.** | **If seeking a reimbursement:*** Submit a Travel Advancement/Reimbursement Form (<http://www.med.unc.edu/cellbiophysio/about-us/for-employees#docs>) with receipts and documentation attached to your Grant Manager or Accounting Technician for processing.

**Reimbursement for Lodging:*** **Non-hotel lodging costs must be approved prior to trip**
* **Reimbursement for non-hotel lodging costs require approval form and copy of lease agreement**
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