The University of North Carolina at Chapel Hill

Travel Quick Reference Guide

Visit travel.unc.edu to view the most updated resources.

* Last updated September 2019

Booking & Payment

**AIR TRAVEL | Agencies**

The preferred way to book airfare is through the University's [Airfare Request System](https://booktravel.unc.edu). Contact your department representative for assistance with booking through these authorized agencies.

<table>
<thead>
<tr>
<th>Agencies</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Maupin Travel</td>
<td>919.967.8888</td>
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<tr>
<td></td>
<td>888.466.6451</td>
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<tr>
<td>Viking Travel</td>
<td>919.968.4491</td>
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<tr>
<td></td>
<td>800.672.5907</td>
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<tr>
<td>Travelink</td>
<td>919.942.4196</td>
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<tr>
<td></td>
<td>919.493.8282</td>
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**REGISTRATION | Conferences & Continued Learning**

- Charge to departmental P-card
- Optional activities not included in conference registration are not reimbursable

**GROUND TRAVEL | Vehicles**

- The University encourages renting through a State contract rather than using a personal vehicle
- Rental vehicles should be reserved through [EHI Direct](https://ehi-direct.unc.edu)
- Make your reservation in advance with your 6-digit department number and PID. The department will be direct billed.
- If a personal vehicle is used, see the [Allowances web page](https://booktravel.unc.edu/allowances) for mileage reimbursement rates
- Save gas receipts (rental vehicles only) and parking receipts (personal and rental vehicles) for reimbursement

**LODGING | Hotels**

- May only be booked if location is 35+ miles from UNC-Chapel Hill
- Book on personal credit card or [Diners Club](https://www.dinersclub.com) card. Check with your department for direct billing whenever possible.
- Guidance on allowable rates, including high-cost cities, can be found in [Policy 1502](https://booktravel.unc.edu/policies)
- Save itemized receipt/"Folio" and submit when the trip is completed

**LODGING | 3rd Party Vendors**

(e.g., Airbnb, VRBO)

- Requires [pre-authorization approval](https://booktravel.unc.edu/preapproval)
- Once approved, the traveler is responsible for booking the accommodation and signing the lease

**IMPORTANT TIPS**

- For best fares/seats, book at least **14 days in advance**
- Carry your passport and other documentation. Do not place in checked luggage.
- Medical evacuation and emergency insurance info for international travel is available on the printable [Emergency Card](https://booktravel.unc.edu/emergencycard)
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Reimbursements

- Follow department guidelines and submit reimbursements within 14 days of completing trip
- Receipts are not required when per diem rates apply (e.g., meals). Eligible per diems are determined by travel time and overnight stays. Meals are not reimbursed for day trips.
- Keep all other trip or business-related receipts, including out-of-pocket expenses
- Meal per diem rates include the cost of the meal, sales tax and tip. Other tips (e.g., car service) should be reasonable and responsible.
- Lost receipts can only be reimbursed up to $20 with explanation memo or lost receipt affidavit
- Submit conference agenda, if applicable, with reimbursement request to ensure refund approval

International

- University employees and students may be eligible for travel advances
- Passports are required and should be valid within six months of return date
- Always check to see if any visas are needed to enter the country of destination
- Contact the Campus Health International Travel Clinic or your healthcare provider for vaccinations and medications needed before, during and after your trip
- If traveling on a federally-sponsored project, the Fly America Act states that a U.S.-flagged carrier airline must be used
- Register your trip with the UNC Global Travel Registry
- Check UNC Global Travel Warnings and follow approval processes
- Check the U.S. State Department’s Travel Advisories for your intended destination
- Check the currency exchange rates before your trip. Currency conversion rates will apply for the duration of the trip.
- Always buy full car insurance when renting internationally and know the rules of the road

Use out-of-state rates for per diem

- (exceptions when traveling on federal funds). For federal rates, please see Federal Per Diem Rates and Foreign Per Diem Rates.