



# Travel Guide

The University of North Carolina at Chapel Hill

## BOOKING AND PAYMENT

### AUTHORIZED TRAVEL | Agency

World Travel, Inc. supports all travel reservations made online via Concur Travel as well as reservations made directly with their designated team of agents.

#### World Travel, Inc.

877.602.4950

Outside the US: 484.948.2535

[uncch\\_travel@worldtravelinc.com](mailto:uncch_travel@worldtravelinc.com)

### GROUND TRAVEL | Vehicles

- The University encourages using a state-owned vehicle or vehicle leased through a state contract. If a vehicle is not available, travelers should use the least expensive method of transportation available to meet their business needs.
- Rental vehicles should be reserved through the State's contract with [EHI](#).
- Reservations may be made online, via Concur Travel, or directly with the agents at World Travel, Inc.
- Charge to T&E Card or pay out-of-pocket.
- If a personal vehicle is used, see the [Travel Allowances, Mileage and Per Diem Rates](#) web page for mileage reimbursement rates.
- Save gas receipts (rental vehicles only) and parking receipts (personal and rental vehicles) for reconciliation of T&E Card expenses or reimbursement.

### REGISTRATION | Conferences and Continued Learning

- Charge to T&E Card or departmental P-Card.
- Optional activities not included in conference registration are not reimbursable.

### LODGING | Hotels

- May only be booked if location is +35 miles from .
- Travelers are encouraged to take advantage of negotiated lodging rates, when available. If the traveler does not have access to negotiated lodging rates, they are encouraged to book online via Concur Travel or directly with the agents at World Travel, Inc.
- Book on T&E Card or personal credit card. Check with your department for direct billing whenever possible.
- Guidance on allowable rates, including high-cost cities, can be found in [Procedure 1501.6](#).
- Save itemized receipt "Folio" and submit when trip is completed.

### LODGING | Third Party Vendors (e.g., Airbnb, VRBO)

- Requires [pre-travel authorization](#).
- Once approved, the traveler is responsible for booking 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 [UNC Emergency Card](#).





# Travel Guide

The University of North Carolina at Chapel Hill

## INTERNATIONAL

- 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 [Campus Health International Travel Clinic](#) or your healthcare provider for vaccinations and medications needed before, during and after your trip.
- The University supports the cost of visas, passports and vaccinations required for international travel as well as reasonable international phone plan upgrades for the duration of your trip.
- If traveling on a federally-sponsored project, the [Fly America Act](#) states that a U.S. flagged carrier airline must be used.
- Review registration requirements on [UNC Global site](#).
- Check [UNC Global Travel Policies](#) 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. Concur users will automatically have their currency converted when submitting their items.
- Always buy full car insurance when renting internationally and know the rules of the road.
- Use [out-of-state rates](#) for per diem. For federal rates, see [Foreign Per Diem Rates](#).

## REIMBURSEMENTS

- Follow department guidelines and submit reimbursements within 30 days of completing trip.
- Receipts are not required when [per diem rates](#) apply (e.g., meals). Eligible per diems are determined by travel times 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.



FINANCE AND OPERATIONS  
Finance and Budget

Campus Box 1230  
104 Airport Drive, Suite 3500  
Chapel Hill, NC 27599-1230

919-962-0210  
Concur: [concur@unc.edu](mailto:concur@unc.edu)  
Travel: [travel\\_team@unc.edu](mailto:travel_team@unc.edu)

