

# Domestic Guest Travel Request

The host and/or guest is to complete this form PRIOR to travel. Please make sure you fill it out completely. Guest travel guidelines follow the request for your convenience. **This form is for domestic travel ONLY.**

## Guest Information

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## Travel Information

Reason for visit to UNC \_\_\_\_\_

Departing Point \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

What airport will you be departing from? \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Do you have an airline frequent flyer ID? \_\_\_\_\_

If yes, please provide it here: \_\_\_\_\_

## Funding Information

*\*To be completed by UNC host*

What funding will be used to support this travel? \_\_\_\_\_

Business Unit	Fund	Source	Dept. ID	Project
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## Required Forms

W-9 Form

Direct Deposit Form

## Additional Information

Is there any additional information related to this request? \_\_\_\_\_

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You will submit this form, W-9 form, and direct deposit form to the travel contact. The travel contact will email you a C-number to book your travel using the University travel agency WorldTravel.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Domestic Guest Travel

## GUIDELINES

### Flights

- Submitting the travel request (attached) to your travel contact will generate a CABS number.
- Your travel contact will provide you with an approved CABS number; instructions on how to book your flight will follow.
- Email your flight itinerary to your travel contact.

### Hotel

#### Self-Booking a Hotel

- Your department travel contact will reimburse your hotel expenses from your personal credit card; please provide all receipts.

#### UNC Books Your Hotel

- The department travel contact will coordinate your accommodations for your stay.

### Ground Transportation

- You should save receipts for all ground transportation (Uber, Lyft, Taxi, Shuttle, Subway, parking) and submit them for reimbursement after the trip.

### Mileage

- If you are traveling via a private vehicle, you can request mileage reimbursement based on the rate found [here](#).
- A copy of the Google maps route should be included showing the most direct route with mileage.

### Meals

- *Preferred payment method: Personal credit/debit card*
- You **are required** to save receipts for the food you purchase for reimbursement after your visit.
- Most meals will probably be covered by the department directly.

### Receipts

- All receipts must show Proof of Purchase (either the word “cash” or XXXXXXXX1234 or last four digits for credit cards), including:
  - Original air and rail travel receipts
  - Rental car agreement and receipts
  - Itemized receipts or cash register receipts for meals (no alcoholic beverages)
  - Cab/Ride Service receipts
  - Parking receipts
  - Metro or other local travel tickets