



MEMORANDUM

DATE: September 19, 2007

TO: Deans, Directors, and Department Chairs

FROM: Martha J. Pendergrass *MJP*
Director, Material & Disbursement Services

SUBJECT: Revised State Travel Regulations

The Office of State Budget and Management recently revised the State Budget Manual effective July 1, 2007. This memorandum highlights the changes to the travel rules and regulations.

General Requirements

Employees are now required to file travel reimbursement requests within 30 days from the last day of travel. This new requirement is applicable to all University fund sources.

Use of Private Vehicles

Transportation by personal vehicle is now allowed at the business standard rate of 48.5 cents per mile for all state business travel when the round trip does not exceed 100 miles or when a state-owned vehicle is not available. If the employee chooses to use a personal vehicle when a State-owned vehicle is available, the employee will be reimbursed 25 cents per mile. Prior to this change, the reimbursement was allowed at the business standard rate when travel was within a 30-mile radius of the duty station or when a state-owned vehicle was not available.

External Conferences (Conference Sponsored by University Department)

The regulation covering conferences sponsored by the University has been changed to allow departments to cover the meal costs of State employees that are provided as part of a University sponsored conference even though there is no overnight travel. Prior to this change, conference meals were only allowable if a conference registration fee was charged, as is the case with most overnight conference travel. This change, however, is effective only for meals costs paid from sources that have a documented provision attached to those funds that allow for conference meals. The State employee may not request reimbursement for the meal.

A new regulation prohibits the use of registration fees from a University sponsored conference for the purchase of entertainment, alcoholic beverages, setups, flowers, or promotional (gift) items. This restriction applies only to State funds.

External Conferences, Internal Conferences, and Internal Training Sessions

The maximum rate for providing refreshments for "coffee breaks", provided there are twenty or more participants, was increased from \$4.00 to \$4.50 per participant per day.

Subsistence Allowances – Third Party Lodging

A request to stay at a non-commercial establishment (e.g. lodging at a location other than a hotel, motel, bed/breakfast) must be approved in advance by the Office of State Budget and Management (OSBM) in Raleigh. Please submit requests with sufficient lead time to allow for review by OSBM staff.

An advance approval request is initiated by submitting a Travel Authorization via Web Travel. The request must provide details regarding the arrangements, including the length of stay, contract information, the amount to be charged and evidence of a financial savings to the State of North Carolina. If evidence of savings cannot be documented, a written justification that explains the necessity for the non-commercial lodging must be included. If the non-commercial lodging is approved by OSBM, a signed rental agreement must accompany the reimbursement request.

Other Travel Expenses

The new regulations provide clarification of “reasonable” amounts for tips and gratuities. Tip amounts are now limited as follows:

- Airports: Baggage handling / Skycaps – no more than \$2 per bag; Shuttle Drivers – no more than \$2 per bag.
- Parking / Auto Related: Valets - \$2 per car when collecting the car; Taxi Drivers 15% of the fare and \$1-\$2 a bag.

The regulations were also clarified to provide more information about reimbursements of reasonable parking expenses. Parking expenses considered excessive and only for convenience of the employee are not reimbursable. The use of an airport’s hourly parking lot for an overnight trip, for example, is considered excessive under this rule.

Please contact Pat Tayloe, Operational Manager for Disbursement Services, at 843-5098 or pat_tayloe@unc.edu with questions regarding the changes.