



THE UNIVERSITY OF NORTH CAROLINA  
AT  
CHAPEL HILL

Associate Vice Chancellor  
for Finance

CB# 1000, 304 South Building  
The University of North Carolina at Chapel Hill  
Chapel Hill, NC 27599-1000

November 6, 2001

To: Deans, Directors, and Department Chairs

From: Roger D. Patterson  
Associate Vice Chancellor for Finance

Re: Update on Travel Policy for Excess Subsistence Reimbursements

The purpose of this memorandum is to notify you that **the temporary change in travel policy regarding excess lodging reimbursements has been rescinded**. Previously you were notified that the Office of State Budget and Management (OSBM) temporarily revised the policy for the reimbursement of excess subsistence pertaining to official travel. OSBM indicated that excess lodging reimbursements could not be made unless the OSBM State Budget Officer granted an exception. Initially the temporary policy change applied to all funds, then later the temporary policy just applied to state funds. Now, based on a communication from OSBM, the temporary policy has been rescinded for all funds. In rescinding the temporary policy, OSBM indicated the following:

*All travel is restricted to those activities that relate to public safety, public health, emergency situations, economic development, financial security or the custody or care of persons for whom the State is responsible. The department head only may make exceptions to this policy.*

The effective date for this change is October 30, 2001. Therefore, it is no longer required to complete and submit the *Request for Excess Lodging Reimbursement* forms for travel occurring October 30, 2001 or after. Delegated responsibility for approval of excess lodging returns to department heads or comparable administrators of the University. Travel that occurred prior to October 30, 2001 and was funded from state funds required submission of the *Request for Excess Lodging Reimbursement* form and OSBM approval.

Please contact Dennis Press at [dennis\\_press@unc.edu](mailto:dennis_press@unc.edu) or 962-7007 or Martha Pendergrass at [mjpender@email.unc.edu](mailto:mjpender@email.unc.edu) or 843-5048 if you have any questions. Thank you.