



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

August 22, 2001

To: Deans, Directors, and Department Chairs

From: Roger Patterson  
Associate Vice Chancellor for Finance

Re: Temporary Change in Travel Policy for Excess Subsistence Reimbursements

The purpose of this memorandum is to notify you of a significant change in travel policy. A memorandum was received today from the Office of State Budget, Planning, and Management (OSBPM) dated August 21, 2001. The memorandum indicates that, pursuant to the Governor's directives, OSBPM has temporarily revised the policy for the reimbursement of excess subsistence pertaining to official travel. In particular, the published rates of subsistence of \$85.00 in state and \$97.50 out of state (plus tax and service fees on lodging) are the maximum that can be paid. These subsistence rates include meals and lodging. Of these amounts, \$55.50 is the in state lodging rate, and \$66.00 is the out of state lodging rate. In effect, excess lodging reimbursements cannot be made unless the OSBPM State Budget Officer grants an exception. Prior to this policy change, excess lodging reimbursements were approved at the University level. **The temporary policy is effective for travel occurring after August 21, 2001 and applies to all funds including state funds, research funds, overhead receipts, and other institutional trust and special funds.**

OSBPM was contacted to obtain additional information on the process that we must follow to obtain prior approval for excess lodging reimbursements. Our University Travel Request forms will not be submitted to OSBPM, so it will be necessary to submit additional information electronically to Travel Accounting. The requests for excess lodging reimbursements will then be combined and submitted to OSBPM for approval. Attached is a University form entitled *Request for Excess Lodging Reimbursement* that should be completed and emailed to Pat Tayloe at [pat\\_tayloe@unc.edu](mailto:pat_tayloe@unc.edu). Travel Accounting will submit the request to OSBPM for approval and notify the department after action by OSBPM. We recognize the additional paperwork impacts your workload as it does for Travel Accounting also, but it is necessary in order to comply with the OSBPM directive. The *Request for Excess Lodging Reimbursement* form will be placed on the Travel Accounting web site at <http://www.ais.unc.edu/bfhome/travel/> under *Forms* as soon as possible.

OSBPM has indicated that this policy change is a temporary measure to help agencies operate within their budget, so the decision to approve or deny requests for excess lodging reimbursements will be made by the OSBPM State Budget Officer within that context.

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 for your assistance in addressing this issue.