

## University Library Travel: Travel Tips

Staff are expected to seek the most reasonable fares and accommodations, allowing for safe travel. These guidelines apply to “normal and predictable” types of travel. *Travel and Funding Request Forms* should be turned in no later than two weeks prior to in-state travel; four weeks for out-of-state travel. In cases where an urgent need does not permit planning in time to receive reduced fares, or in the case of an emergency that necessitates excessive or unusual cost, a thorough explanation of circumstances, and AUL and Library Director approvals are required in advance.

### Transportation

Travel should be by the most economical, direct, and usually traveled route and method.

- **Air fare** should be at the best available advance purchase coach rate. Travelers who prefer to have tickets paid directly by the Library may book the ticket through the Library’s approved travel agent. If this is your preferred method of making arrangements, you must contact Deborah Zombar in the Library Administrative Office prior to booking a flight. (For more information on CABS, please refer (<http://finance.unc.edu/material-disbursement-services/travel-services/services.html>). Proof of payment for the flight is required after the trip.
- Employees may use a **state car** or **personal car** for travel within the state or to neighboring states when that is more economical than air travel. A state car or personal car should be used, if possible, for travel to neighboring states when several persons are traveling to the same meeting and car travel is less expensive than the combined airfares of the travelers. Cost comparison must include lodging and extra time away from work required when driving instead of flying. Current reimbursement rates for a personal car vary depending on the availability of a University Motor Pool State car reserved through the Library Administrative Office: Travelers using their personal vehicle will be reimbursed \$.58.5/mile if a State car is unavailable OR \$.33/mile if a State car is available. Proof of mileage (e.g. from Mapquest) is required for reimbursement; mileage calculated to and from the workplace. Use of the **Library car** is free to the traveler and is available to Library employees, but is limited to one overnight stay. The policy and reservation system are available on the Library's intranet.
- **Parking, toll charges, taxi/shuttle fares** and other related expenses should be estimated and approved in advance as part of your *Travel and Funding Request Form*. A traveler may request a rental car if it can be demonstrated that using a rental car is more cost effective. Receipts are required for reimbursement.

### Lodging

Travelers should seek safe and reasonable lodging.

- Lodging should be close to the meeting site, such as in a conference hotel, to reduce commuting expenses.
- When possible, rooms should be shared.
- The current State per diem rates are available online: <http://finance.unc.edu/material-disbursement-services/travel-services/allowances.html>

## **Meals**

Reimbursement for meals may be requested in accordance with current state subsistence rates.

- The current State per diem rates are available online: <http://finance.unc.edu/material-disbursement-services/travel-services/allowances.html>
- Remember, allowances are paid for meals for partial days of travel when the partial day is the day of departure or the day of return. For more information: <http://www.unc.edu/finance/busman/tra/trapol9.html>
- If registration includes meals, the traveler is not reimbursed for those meals.
- Meals with donors may be reimbursed in full and an original itemized receipt and a credit card receipt are required. For more information, see Ellen Bowman in Accounting Services.

## **Registration**

Travelers should make every effort to register during the pre-registration (early bird) period.

- Note registration deadlines when developing your annual travel plan with your supervisor in order to register in time for the early bird rate.
- Registration can be pre-paid with advanced notice and must be completed at the same time as a CABS if requested. Please contact Deborah Zombar in the Library Administrative Office at least 10 business days prior to the registration deadline.

## **For more information from the University regarding travel**

- Visit the Materials and Disbursement Services website: <http://finance.unc.edu/material-disbursement-services/travel-services/services.html>