

ELIZABETH CITY STATE UNIVERSITY
Travel Policy

Preamble

Elizabeth City State University recognizes employees may be required to travel for official state business. The University intends to ensure fair and equitable reimbursement of University business travel expenses, as well as compliance with all applicable laws and regulations related to travel.

This policy implements the State of North Carolina's travel regulations and complies with the Internal Revenue Service requirements for an Accountable Plan. To be reimbursable, University business travel must be performed in the most economical manner consistent with mission requirements; all expenses must be incurred while in travel status; expenses must be reasonable, necessary, and (except for meal per diem) actual; and expenses must not exceed the limitations imposed by the State or the University.

1. Policy

a. Responsibilities

Travelers are responsible for performing their travel duties in conformity with the provisions of this policy and the Travel Manual, and for providing expenditure documentation that is legitimate and complete to support their travel reimbursement claims. Unauthorized excess costs, including those involving circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business, are not reimbursable or otherwise to be paid using University funds. The University has authorized the use of credit cards for employees during travel on official state business. These cards are distributed at the discretion of the department head. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of state-issued credit cards is grounds for termination. Pursuant to G.S. 138-6(c), requests for reimbursement shall be filed within 30 days after the travel period ends for which the reimbursement is being requested.

Supervisors and senior approving officials are responsible for authorizing travel in advance and for reviewing and monitoring all travel expenses they approve. Such approval must certify that the travel was necessary, and the expenses were authorized and incurred while on official business of the University. Supervisors also are required to deny reimbursement in situations where there is reason to believe the expenditures are inappropriate, extravagant, unjustified, or unreasonable.

The Controller is responsible for administering and overseeing the provisions of this policy and for providing guidance to travelers through the Accounts Payable and Travel Office.

b. Regulation

The University will reimburse reasonable and approved business-related travel expenditures incurred by travelers for the conduct of University business according to this policy and the accompanying Travel Manual, which applies to all departments, regardless of the source of funds, and to all affiliated and related organizations. No duplicate claims or commuting expenses are reimbursable.

This policy applies to all grant funds, except when the sponsor's guidelines are more restrictive than University policy or regulation, in which case the sponsor's guidelines apply. Principal investigators and others traveling on grant funds are expected to be familiar with the allowable cost of the sponsored program. Travel expenses that do not conform to both this policy and the sponsor's guidelines will not be reimbursed to the traveler or expensed to the grant fund.

Each administrator is responsible for ensuring that reimbursements from programs or to persons under his or her authority are reasonable and appropriate for the purpose and charged to a program appropriate to that purpose. An administrator may set lower reimbursement amounts for persons or programs under his or her responsibility. Reimbursement claims must be signed by the person seeking reimbursement, the immediate supervisor, and the person responsible for the fund paying the claim, if different from the supervisor. Individuals may not approve their own reimbursement or that of a superior. It is recommended that travelers retain photocopies of expense reports and related receipts for their own records.

Receipts showing the date of service are required for reimbursement of all expenditures except for meal per diems and incidental expenditures such as tips. Every reimbursement request must include a statement of business purpose that covers the entire travel period. Travelers who do not comply with this policy or with the Travel Manual will either not be reimbursed or their reimbursement will be treated as taxable income.

c. Blanket Authorizations

Blanket Authorizations should be made available only to employees whose primary job duties require travel on a regular or continuous basis (i.e., every week or every month). All blanket travel authorizations must be for a single individual and cannot be utilized for entire departments or units. Blanket authorizations must be re-authorized with the Controller's Office at the beginning of each fiscal year on July 1 and include documentation of the business need for a Blanket Authorization.

Blanket travel authorizations may not be used in the following circumstances:

- i. Any international travel

ii. Travel by chartered aircraft

For any travel that falls within one of the categories above, the individual must submit a trip authorization form showing the destination and other additional information necessary for approval.

d. Travel Procedures

The Controller's Office will establish and maintain a Travel Manual which will contain more information and procedures for implementing the Travel Policy. The Travel Manual is available on the Controller's webpage.