## UNC STAFF ASSEMBLY

## TRAVEL-RELATED QUESTIONS



Welcome to the UNC Staff Assembly. Answers provided to the following Frequently Asked Questions will help you understand how to arrange for and request reimbursement for travel associated with off-site meetings.



- 1. Can I be reimbursed for travel to Chapel Hill or other site when there is a face to face Staff Assembly Meeting?
  - YES. If you are an elected delegate to the Staff Assembly, travel to Chapel Hill (or other location) is considered to be "official" state business consistent with relevant release time required for such duties. Statutory regulations for per diem, transportation, and subsistence allowances are contained in G.S. 138-5, 138-6, and 138-7, which can be accessed at:

    http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl?Chapter=0138.
- 2. Can I just get in my car and drive to a meeting?
  - NO, not if you wish to be reimbursed, in which case you must notify the Staff Assembly Chair that you are attending so a travel authorization form will be prepared for you. (Some campuses pay separately, so you need to check with the UNC General Administration facilitator to learn of your campus policy.)
  - Campuses that own state vehicles usually require that you use one for travel if available. If a state vehicle is not available, you must secure a *State Vehicle Not Available Certification* to be eligible for the standard mileage rate set by the IRS (51 cents per mile effective January 1, 2011). If a state vehicle is available and you choose to use your personal vehicle, you will be reimbursed at the rate of 30 cents per mile.

- 3. Will my hotel costs be covered?
  - YES. If you are traveling more than 60 miles from your duty station or home, and have secured a travel authorization form signed by your department head or designee, yes, your hotel costs will be covered at the maximum rate of \$63.90.
- 4. Do I have to pay for my own meals?
  - NO. Not if the cost is included in your travel authorization. But, if meals are provided by the Staff Assembly, you may not request meal reimbursement. When meals are not provided by the Staff Assembly, you may be reimbursed as follows, effective 7/1/2011: Breakfast: \$8.00 •Lunch: \$10.45 •Dinner: \$17.90
- 5. How do I get reimbursed?
  - You are responsible for completing a travel reimbursement form substantiating lodging and other reimbursable expenses with receipts. Tips for meals are included in the meal allowance. Times of departure and arrival must also be included in the reimbursement request as they impact what meals may be reimbursed. Submit the reimbursement form to the UNC GA Facilitator if your campus does not reimburse you directly.
- 6. Where do I find the forms mentioned (travel authorization, state car not available, travel reimbursement).
  - All the forms you will need for related travel activities are on the UNC Staff Assembly website.

http://www.northcarolina.edu/staffassembly/docs/travel.htm

- 7. What do I do if I need help?
  - Contact the UNC General Administration Facilitator listed on the above website!