

MAY 2016 CHANGES TO TRAVEL REQUIREMENTS FOR UNIVERSITY EMPLOYEES

Update	Previous
<p>1.2 Blanket Travel Authorizations</p> <p>Except for travel outside the United States or travel by a non-resident foreign national, employees may be granted a blanket travel authorization for travel that is either:</p> <ol style="list-style-type: none">1. on a routine and repeating basis and generally for similar activities that make it impracticable to obtain specific trip approvals, or2. in response to emergency situations or immediate and time sensitive duties that make it impracticable to plan travel times. <p>Blanket travel authorizations must:</p> <ol style="list-style-type: none">1. be completed using the Travel Center travel authorization process;2. include a business purpose/description, specified travel period, and estimated maximum amount per trip for the subject travel;3. include specific authorizations as required by the Travel Center; and4. be approved by the appropriate department head, or designee, prior to travel beginning. <p>Blanket travel authorizations may not exceed a period of one year. Blanket authorizations may be renewed on an annual basis. It is the department's responsibility to ensure blanket travel authorization approvals are complete prior to travel beginning.</p> <p>Employees traveling on blanket travel authorizations with approval of excess lodging expense must maintain documented evidence to substantiate that the excess lodging rate claimed is within the prevailing rate for reasonable accommodation and otherwise in accordance with the requirements of 2.3.2 of these standards. If the excess daily lodging rate claimed is more than \$300, documented evidence should be attached to the travel expense reimbursement request to support that the rate claimed is within the prevailing rate for reasonable accommodation.</p>	<p>1.2 Blanket Travel Authorizations</p> <p>Except for travel outside the United States or travel by a non-resident foreign national, employees may be granted a blanket travel authorization for travel that is either:</p> <ol style="list-style-type: none">1. on a routine and repeating basis and generally for similar activities that make it impracticable to obtain specific trip approvals, or2. in response to emergency situations or immediate and time sensitive duties that make it impracticable to plan travel times. <p>Blanket travel authorizations must:</p> <ol style="list-style-type: none">1. be documented in writing,2. include a description/purpose and specified travel period for the subject travel,3. include specific authorizations as would be required by the Travel Center, and4. be approved by the appropriate department head prior to travel beginning. <p>Blanket travel authorizations may exceed a period of one year (as long as the employee remains in the related position requiring such travel and there are no interim travel restrictions.) Blanket travel authorizations granted by the departments should be documented via e-mail, letter, an internal department form, or by using the Blanket Travel Authorization Form (AP101) on the Controller's Office website. It is the department's responsibility to ensure that all blanket travel authorizations approved are complete and maintained for audit purposes.</p> <p>Employees traveling on blanket travel authorizations with approval of excess lodging expense must maintain documented evidence to substantiate that the excess lodging rate claimed is within the prevailing rate for reasonable accommodation and otherwise in accordance with the requirements of 2.3.2 of these standards. If the excess daily lodging rate claimed is more than \$300, documented evidence should be attached to the travel expense reimbursement request to support that the rate claimed is within the prevailing rate for reasonable accommodation.</p>

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<p>Update</p> <p>6.3 Mileage Rates</p> <p>6.3.1 Motor Fleet Rate</p> <p>The mileage rate for use of a personal vehicle is the NC Motor Fleet Management rate of 34 cents per mile when the round trip is in excess of 75 miles and neither a state-owned vehicle nor a rental vehicle from any of the three vendors on State Term contract 975B are available.</p> <p>To determine availability of a motor pool vehicle, the traveler must file with the NC State University Motor Pool an Online Registration Form. If no state-owned vehicle is available, the NC State University Motor Pool will fax a form to the traveler certifying that no state-owned vehicle is available. To determine availability of a rental vehicle on State Term Contract 975B, the traveler must contact all three rental vehicle vendors on state term contract (Hertz, Enterprise, and National) to request a compact or standard class vehicle. If a rental vehicle is not available from all three vendors, the traveler must document a vehicle is unavailable from all three vendors. The Motor Pool form and rental vehicle unavailability documentation must be attached to the travel reimbursement request when unavailability of a state-owned vehicle and rental vehicle on state term contract are required to receive the IRS mileage rate.</p>	<p>Previous</p> <p>6.3 Mileage Rates</p> <p>6.3.1 Motor Fleet Rate</p> <p>The mileage rate for use of a personal vehicle is the NC Motor Fleet Management rate of 34 cents per mile when the round trip is in excess of 75 miles and a state-owned vehicle is available.</p> <p>To determine availability of a motor pool vehicle, the traveler must file with the NC State University Motor Pool an Online Registration Form. If no state-owned vehicle is available, the NC State University Motor Pool will fax a form to the traveler certifying that no state-owned vehicle is available. This Motor Pool form must be attached to the travel reimbursement request when unavailability of a state-owned vehicle is required to receive the IRS mileage rate.</p>
<p>Update</p> <p>4.3 Rental Vehicles Rental</p> <p>Rental Rates for Enterprise changed. Review <u>State Term Contract 975 B Vehicle Rental Services</u> for current pricing.</p>	
<p>Update</p> <p>7.4 Exception to use of State Car</p> <p>Removed. No longer applicable.</p>	