



UNC
COLLEGE OF
ARTS & SCIENCES

THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

DEPARTMENT OF CLASSICS

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PRIOR AUTHORIZATION Travel Request Form (policy 1303)

Traveler's Name: _____

Conference/Location Attending _____

Travel to: City/State _____

Purpose of Travel: _____

Dates of Travel: _____

Substitute teaching covered by: _____

All business travel must support the mission of the University of North Carolina, receive the appropriate approvals, and be carefully planned to ensure that expenditures are necessary, prudent, and as economical as possible.

For International Travel Only:

Will you have non-UNC travel insurance coverage? YES (may require waiver form) NO

If no, how will the UNC coverage be paid? Acct# _____ Direct payment by _____

**If you are traveling internationally you are required to log your trip in the UNC Global Travel Registry. <http://globaltravel.unc.edu/login.cfm> This registry is to facilitate communication with members of the Carolina community who may find themselves in an international crisis situation and to provide assistance.

Traveler's Signature

Date

Approved by:

James B. Rives, Chair, Department of Classics

Date

The following has been taken directly from the UNC business manual. Items in [brackets] are from the Classics Office.

Policy 1303 – Authorization for University Travel Policy Statement

All travel by University employees on University business is to be authorized by the agency head (Chancellor) or Chancellor's delegate. For employees who are not designated as a senior University administrator, department heads or comparable administrators have been given this delegation.

Reason for Policy

In the event of an accident or injury while in travel status this approval would insure that worker's compensation claims are considered.

Policy 1304 – University Travel Advances

Policy Statement

Travel advances may be made when necessary to enable faculty or staff to travel to foreign countries only. These advances are, in effect, loans made to travelers. The traveler is responsible for prompt repayment of any advance or loan and must seek reimbursement for expenses incurred by submitting a travel [reimbursement request](#). Until you turn in your receipts and complete the reimbursement, your department account is not charged and you are subject to have this amount deducted from your payroll check.

Travel advances are not issued for less than \$100.00 unless it is a registration fee payable to the association.

The Diners Club Card is available for University business travelers. University travelers may have their airfare directly charged to the University and avoid any out-of-pocket cost by using the Central Airfare Billing System (CABS).

[If you are requesting a CABS, please let Karna know if you will be reimbursed for any additional expenses upon your return.]

See Policy 1307 – Business Travel Card Program for more information and benefits.

A note about Arts and Sciences Travel Grants:

Within a week after the completion of the trip, a completed web travel request document (Finance Central) with receipts for transportation, hotels, and registration must be completed online. To comply with University travel policies and allow adequate time for processing through University offices, we must adhere to this seven-day time frame.

The following has been taken directly from the UNC business manual. Items in [brackets] are from further discussions with the Office of Treasury and Risk Management Services.

Policy 1409 – Insurance for Study and Travel Abroad

Policy Statement

The University offers a comprehensive accident and sickness insurance policy specially designed for students, faculty and staff participating in international programs. This coverage can be obtained by enrolling in the University's travel abroad insurance program administered by the department of Treasury and Risk Management Services.

Faculty and staff traveling internationally for official University business are required to maintain this insurance.

Reason for Policy

Accidents or sickness which occurs while traveling internationally pose unique challenges. Participants may be unfamiliar with the medical services and locations of their host country. Language barriers and different billing requirements may affect prompt medical services. In addition, serious injuries may require the need for medical evacuation or [repatriation](#) services. In order to make the travel experience safer, the UNC General Administration adopted this insurance requirement for all UNC System-sponsored international programs.

This part was taken from the Provost Office Travel Registry website:

Mandatory Health Insurance and Emergency Evacuation

All students-undergraduate, graduate, and professional-as well as faculty, staff, and other UNC affiliates participating in university affiliated travel are required to enroll in North Carolina's international travel coverage, provided by HTH Worldwide. University affiliated travel includes Study Abroad programs, independent and sponsored research, internships for credit, or any other program tied to university sponsorship or academic or practicum credit.

The North Carolina University System has contracted with HTH to provide comprehensive coverage at a low cost. Affiliates may purchase coverage for non-university affiliated travel as well as long as it is in conjunction with an eligible program mentioned above.

[This primary coverage has a zero deductible and covers preexisting conditions. It is an accident and sickness policy that includes medical evacuation and repatriation of remains coverage, along with political and security evacuation as well. BC/BS will make you pay upfront and out of network. But do not cancel your US coverage.

Rates:

Employees up to age 69	\$3.25/day	Employees age 70+	\$4.25/day
Students	\$1.30/day		

Agent at \$2.69/day as long as agent is not traveling to their home country.

The employee can include a spouse and or dependents at the same price as employee. Employee will have to reimburse the department for that portion.]

Q: Do faculty and staff have to have health insurance coverage while conducting University business warranting international travel?

A: Faculty and staff traveling internationally for official University business are now required to maintain travel insurance. The University's workers' compensation insurance coverage will respond to their on-the-job injuries while traveling internationally. However, there may be non-work-related situations where workers' compensation insurance is not applicable and personal health insurance is needed. [Manual revised August 9, 2013]

[Yes, you need coverage for research travel and invitations to speak abroad.

No, you do not need coverage if you:

- Are on leave AND off payroll or
- Are returning to your home country (have citizenship there) or
- Accept insurance from the international facility where you are visiting or
- For personal days of travel during business travel or
- Waive out of mandatory coverage (form is available). For this last one you will be required to purchase medical evacuation and repatriation only coverage at about \$25/month or any portion of.]

Q: How do I enroll in the University's travel abroad insurance program?

A: Enrollment should be made through a department's travel administrator. The administrator should complete an Insurance Request form and submit it to Risk Management Services.

[The Classics office will submit a spreadsheet of all upcoming travels each month when necessary. Please submit your Travel Request form at least one month in advance.]

Q: How soon can the insurance become effective?

A: Once a properly completed Study Abroad Insurance Request form is submitted to Risk Management Services, insurance coverage can be implemented immediately. However, it is preferred that forms be submitted at least one week in advance of the participant's departure date. This allows time to process the application and distribute the insurance ID card.

Q: Once I enroll in the University's study and travel abroad insurance program, what verification will I receive that my coverage is in force?

A: Participants will receive an insurance ID card via email. The card provides an ID number and claims information. This card should be carried with you during your international travel.

The following has been taken directly from the UNC business manual.

General Travel FAQs

Q: Under what circumstances may a traveler fly first class or business class?

A: A traveler with a doctor-certified medical condition may fly first class. A traveler may fly business class on international flights.

Q: May I use the frequent flyer miles I earn for business travel for my personal travel?

A: Frequent flyer miles earned by a state employee while traveling on state business at state expense are the property of the state. Frequent flyer miles accumulated by an individual state employee during previous state business trips should, to the extent possible, be used by the state employee accumulating the frequent flyer miles while traveling on future state business trips.

Exclusions

The University will NOT reimburse travelers for the following expenses:

- Any expenses related to the personal negligence of the traveler, such as non-canceled hotel reservation.
- Fines (including parking fines, speeding tickets, etc.).
- Loss or damage expenses for personal property, such as lost or stolen articles, damage to personal vehicles, clothing or other items.
- Entertainment expenses, such as fees for social or non-mandatory activities at conferences (tours, sports activities, etc.), alcoholic beverages (never allowable from state funds), inordinately expensive meals and lodging, videos or movies charged to hotel/motel bills, etc.
- Vehicle expenses (other than rental, mileage, parking and tolls), such as charges to gain entry to a locked vehicle and towing charges.
- Travel expenses (including child care) related to family members or companions.
- Expenses for accidents or injuries when the employee is not on official business.
- Expenses related to care of the traveler's family or home (e.g., pet-sitting or house-sitting expenses).

The above list is not all-inclusive.

Intended for senior administration but legal said everyone. Call it HTH =Highway to Health, GO Blue is the carrier.

Medical evacuation and repatriation only about \$25/month. Tell in email that is what they are doing.

Put "Pay RMS" in account number section if individual is paying.

Dual citizenship person on roster, mark them as being from US but can't cover in other home country.

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