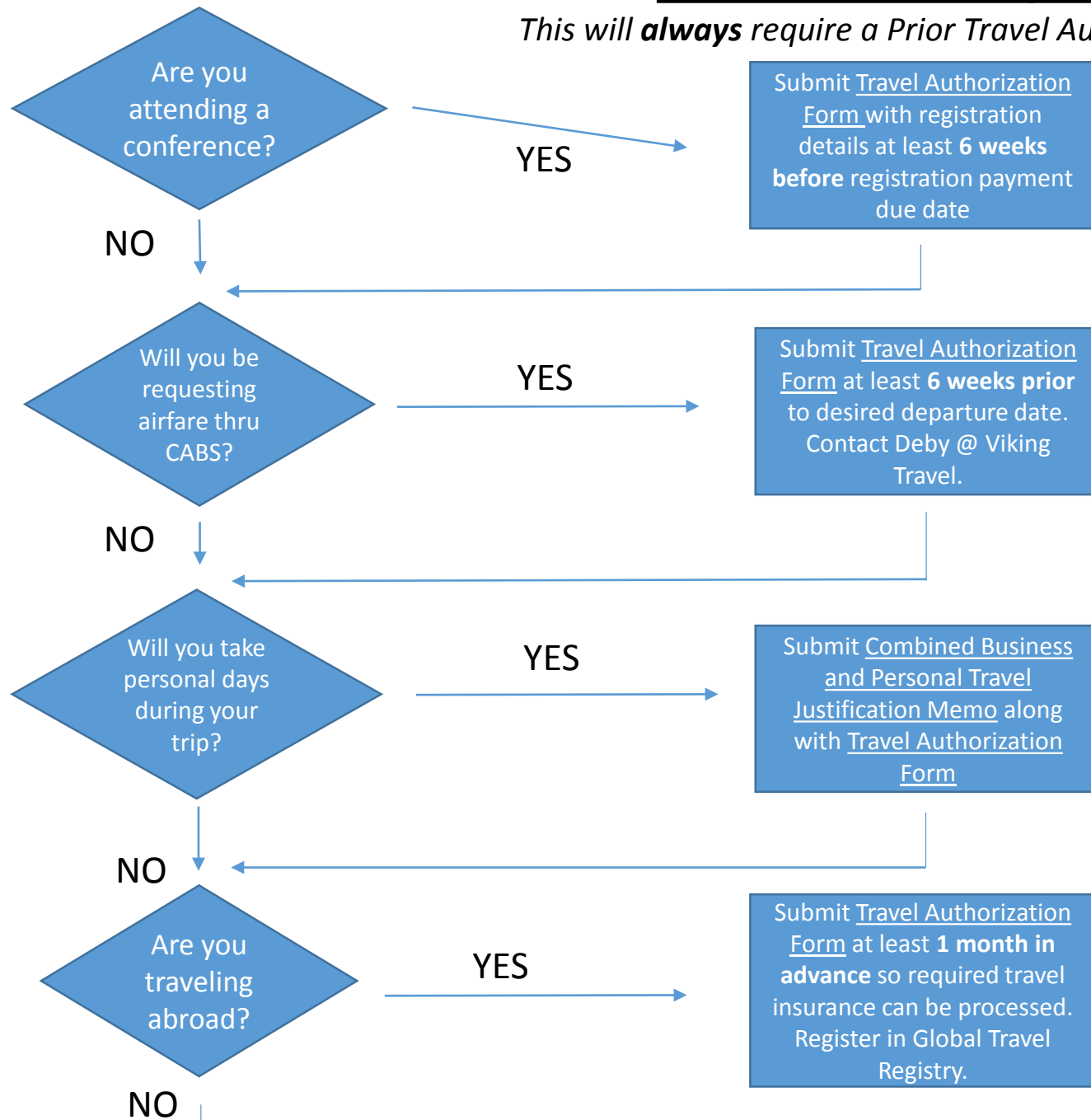


Type of Purchase/ Reimbursement	Processing Staff Member	Form(s)/Authorization Required*	Deadline	Notes
Voucher	Kim	Voucher Request Form	ASAP (Same day if possible, but no later than 5 days after purchase)	<ul style="list-style-type: none"> Includes all purchases (NOT travel related) originally made with personal funds. Submit an itemized receipt with completed voucher request form. Signature required. The chartfield string will be completed by the office, but you must list the source of funds (research, startup, grant, etc.)
Travel	L.E.	Travel Reimbursement Form	Within 5 business days of return from travel. (Reimbursements can not be submitted more than 30 days after return)	<ul style="list-style-type: none"> Submit all travel receipts with completed travel reimbursement form. Purpose of travel and funding source must be included. Signature required. Please submit airfare itinerary even if you are not seeking reimbursement for the flight.
P-Card purchases	Kim when using office P-Card	Bring receipt ASAP, may require Voucher Request Form—ask staff	ASAP (Same day)	<ul style="list-style-type: none"> Submit itemized receipts to Kim after using office P-Card. She will determine if Voucher Request Form is necessary. If purchasing from Amazon, you must enroll in the Amazon Tax Exemption Program. Obtain needed documentation from Cinnamon. Enrollment can take up to 24 hours. (For help enrolling: https://www.amazon.com/gp/help/customer/display.html?nodeId=201133370) For online purchases, email receipts may be forwarded to Cinnamon Receipts must include a notation that order status is PAID not just ordered, confirmed, etc.
Departmental charges	Cinnamon	Voucher Request Form	ASAP (Same day)	<ul style="list-style-type: none"> Faculty: Submit itemized receipt ASAP with Voucher Request Form. Graduate Students: Receive authorization from Cinnamon before making purchases with the department number. Submit itemized receipt ASAP after purchase.

*All forms can be found on the departmental website (<http://classics.unc.edu/policies-and-forms/forms-and-documents/>). Please download and use the most recent version—many have been updated within the past semester.

Official University Travel

*This will **always** require a Prior Travel Authorization form*



Official university travel includes travel for conferences, guest lectures, research, and participation in UNC-sponsored programs

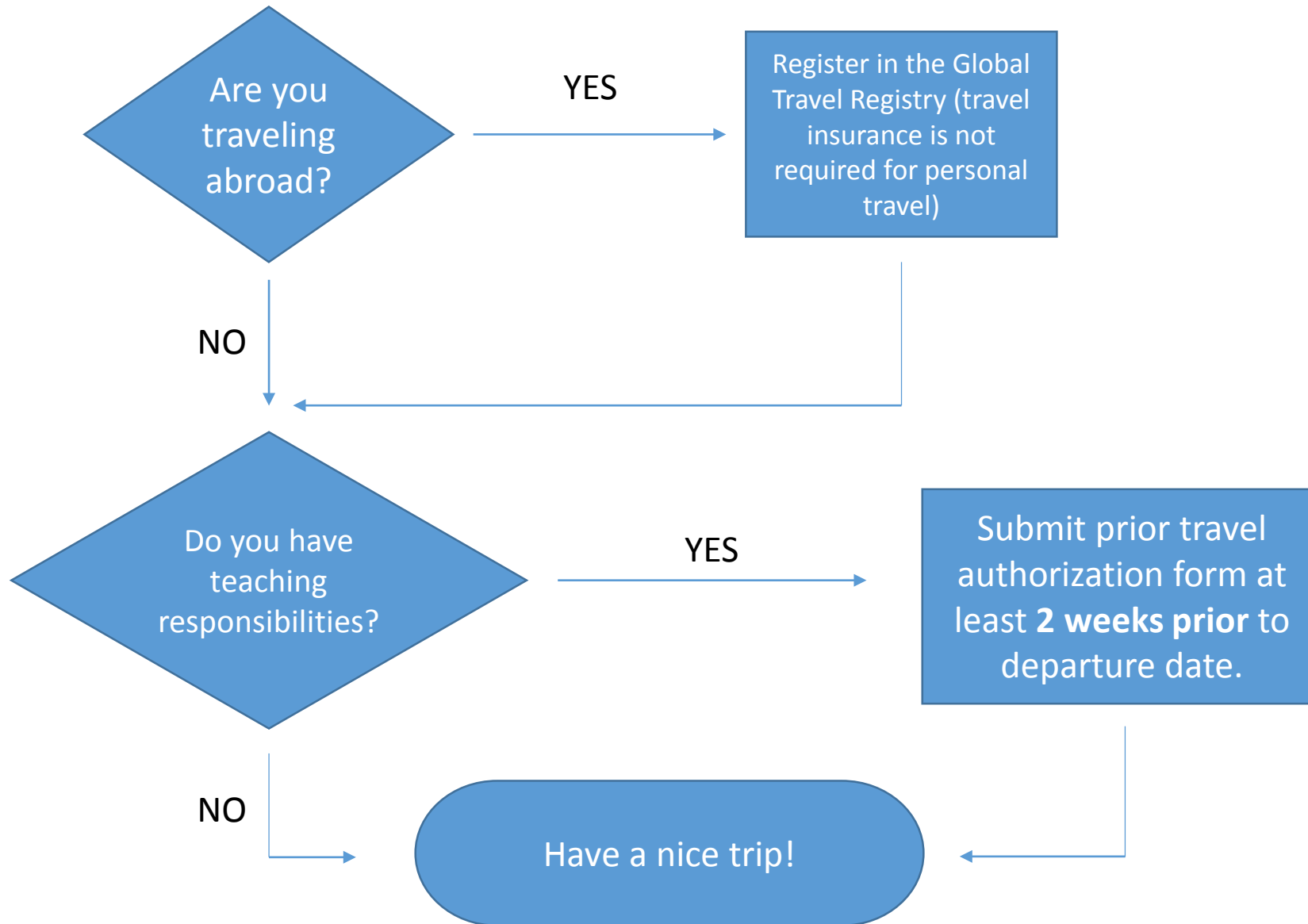
Submit Travel Authorization Form at least **two weeks** prior to departure date

Submit the Prior Travel Authorization Form to L.E. You are welcome to obtain the chair's signature before submitting to the office, but it is not required.

If you will be combining personal and business travel, you must complete a Combined Business and Personal Travel Justification Memo prior to your trip. This should be submitted with the travel authorization form.

Personal Travel

*It's always helpful to let the office know when you will be traveling:
we will put the dates on our calendar.*



Travel Insurance Requirements

- If you are traveling abroad on official University business, you must purchase UNC-supplied travel insurance. ***There is absolutely no exception to this rule for faculty.*** Coverage can be purchased using research funds, but must be requested at least two weeks in advance of departure. You may also write a personal check. The cost of coverage for faculty has remained steady over the past two years at \$3.90 per day. Please ask L.E. if you have any questions about this process.
- If you will be combining personal travel with official business travel, you may only purchase insurance coverage only for days you are conducting UNC business. This includes conferences, guest lectures, research, participation in UNC-sponsored programs, and travel to and from your destination. If you have a question about what constitutes business vs. personal travel, please ask L.E. or Cinnamon.

Combined Business and Personal Travel

- Policy 1310 (Transportation Expenses) has been expanded and now includes additional information regarding personal travel “before, after, or between days of business travel.” The policy can be read in full on the Finance and Administration website here: <http://financepolicy.unc.edu/policy-procedure/1310-transportation-expenses/>
- As of summer 2017: *“Prior to a trip, the traveler should describe the breakdown of business and personal components to their management for approval. In order for the travel to be reimbursed, their management must confirm that the trip is primarily for business, and the justification must be included in the reimbursement request.”*
- The department has created a Combined Business and Personal Travel Justification Memo which can be found on the department website on the Forms and Documents page. Please submit this form when you submit your Travel Authorization Form. It will ultimately be submitted along with any receipts in travel reimbursement requests.
- If you will be traveling strictly for business reasons, only the Prior Travel Authorization Form is required.