**University of North Carolina at Chapel Hill
Department of Classics
Combined Business and Personal Travel Justification Memo**

According to Policy 1310 (Transportation Expenses) in the Finance Division’s Policies and Procedures Manual:

Travel that would not directly benefit the University will not be reimbursed. Reimbursement of expenses for personal travel before, after, or between days of business travel, excess costs, indirect routes, and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official University business is prohibited.

*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.*

Dates should be entered chronologically covering the entirety of the trip. This form must be submitted and approved PRIOR to travel.

**Traveler Name:** Click here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | End Date | Destination | Business/Personal  | Purpose (if Business) |
| Click here to enter a date. | Click here to enter a date. |  | Choose an item. | Choose an item. |
| Click here to enter a date. | Click here to enter a date. |  | Choose an item. | Choose an item. |
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Traveler’s Signature Date**

As the chair of the department, I have determined that this trip by the above faculty member is primarily for the purpose of business.

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**James B. Rives, Chair, Department of Classics Date**