

Type of Purchase/ Reimbursement	Processing Staff Member	Form(s)/Authorization Required*	Deadline for receipt submission	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 Includes all purchases (NOT travel related) originally made with personal funds.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. (Reimbursement requests will not be accepted by Finance more than 30 days after return from travel)	<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. Conference registration fees can now be paid using a P-card. Ask L.E. about this process.
P-Card purchases	All (see notes)	Bring receipt ASAP, may require Voucher Request Form—ask staff	ASAP (Same day)	<ul style="list-style-type: none"> If using the department P-Card to purchase goods directly from a store (Harris Teeter, etc.), bring receipt to Kim immediately following purchase. All online purchases with the department P-Card should be conducted with a staff member in the department office. The P-Card number will not be given out to faculty members or graduate students. Receipts for these purchases can be emailed to L.E. immediately following transaction. Faculty members with P-Cards should upload receipts to the Bank of America Works system: https://finance.unc.edu/files/2018/07/pcard-uploading-receipts-qrc.pdf
Direct Billing to Department	Cinnamon	Voucher Request Form	ASAP (Same day)	<ul style="list-style-type: none"> Includes all purchases made using the department number 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/>).

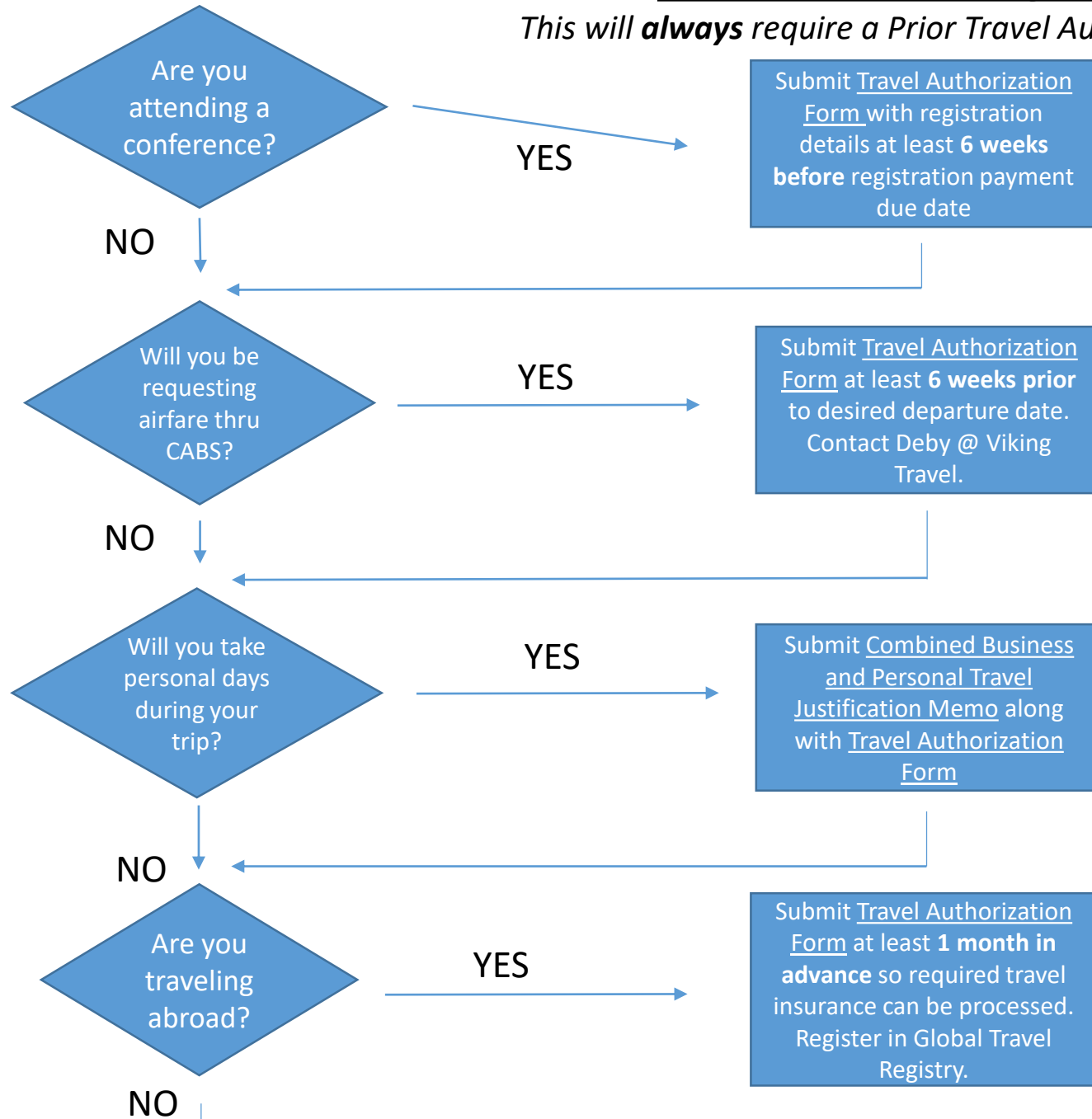
Please download and use the most recent version—many have been updated within the past semester.

Last modified 2/18/2019

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

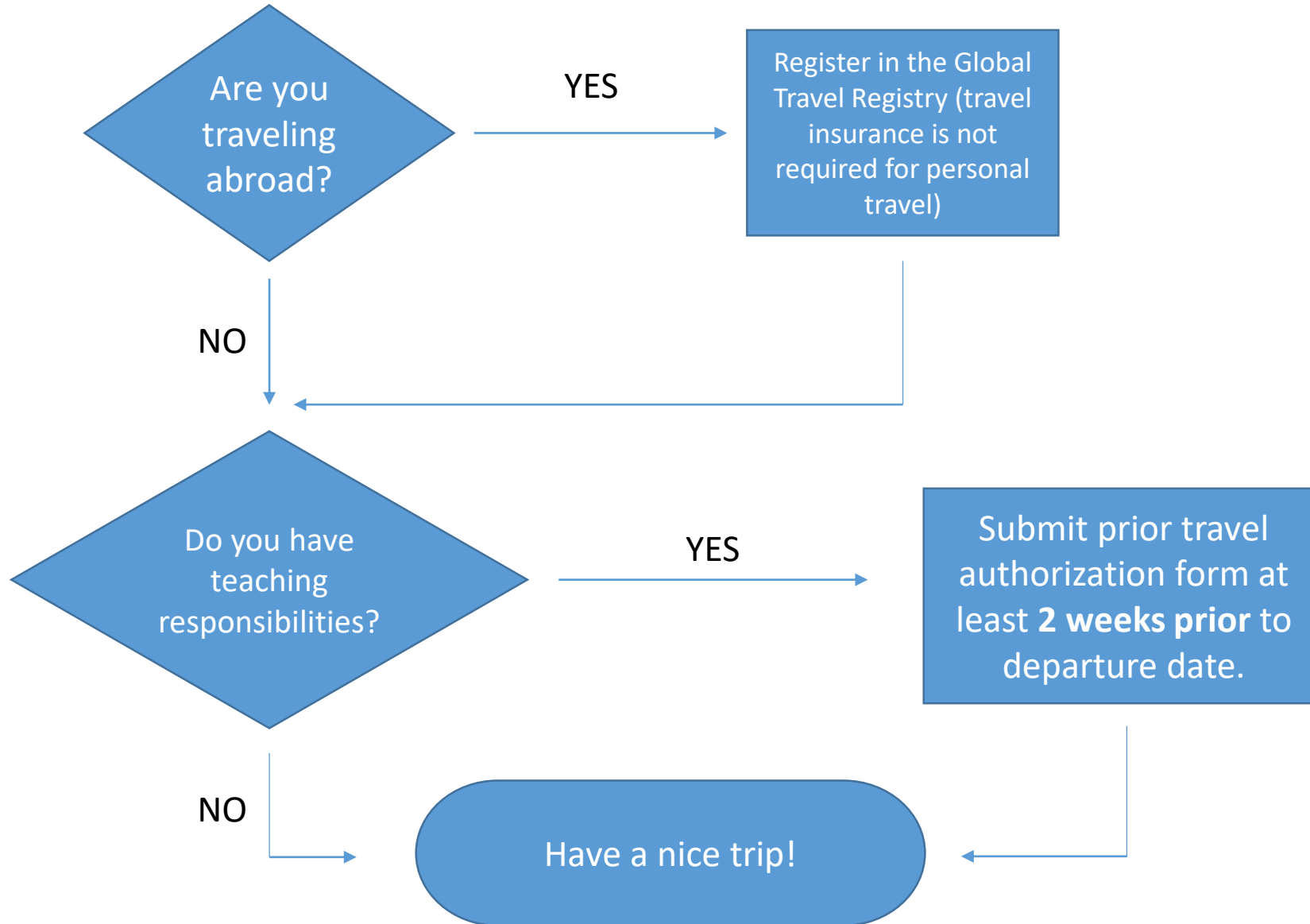


Submit the Prior Travel Authorization Form to L.E. You are welcome to obtain the chair's signature before submitting to the office, but it is not required.

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 three years at \$3.90 per day. Faculty traveling with students are eligible for the student rate of \$1.45 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 University’s PolicyStat website: <https://unc.policystat.com/policy/5167205/latest/>
- 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.