

Type of Purchase/ Reimbursement	Processing Staff Member	Form(s)/Authorization Required*	Deadline for travel reconciliation	Notes
Travel - faculty	The Admin. Asst.	<ul style="list-style-type: none"> • Prior Authorization Travel Request Form • Travel Reconciliation Form • Business and Personal Travel Form (if applicable) • Concur request 	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"> • All in-person travel must be submitted in Concur. Concur is accessible through CC. • Conference registration fees should be paid using a P-card/Travel and Expenses Card whether attendance is virtual or in-person. Ask the Admin. Asst. about this process if you don't have one. • If you want to use CAS Travel Funds, enter your request in Concur and state intended funding in the 'comments' field. • 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.
Travel - student	The Admin. Asst.	<ul style="list-style-type: none"> • Prior Authorization Travel Request Form – prior to travel • Travel Reconciliation Form – with receipts 	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 travel receipts up to travel award amount with the completed Travel Reconciliation form to classics-adminATuncDOTedu. Signature required. • See student travel flowchart for process. • Reimbursement for registration fees for virtual attendance can be paid if registration was included in the original travel request.

*University-affiliated international travel includes all international travel funded by the University as well as all travel for academic credit. Students, faculty, and staff are [required](#) to have international health insurance coverage when traveling abroad on University-affiliated business. This travel is required to go through the Global Office approval process. <https://global.unc.edu/travel-operations/preparing-for-international-travel/>

*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 03/22/2022

Travel Purpose	Is this Financial Aid?	Payment Method
Research to support academic dissertation, thesis, or training that is primarily for the student's benefit.	Yes Complete OSSA Online Form. There may be limits on how much can be paid to, or on behalf of, a Federal aid recipient.	Grad Star
Travel to complete service or project as part of a scholarship, fellowship, or award. <i>(can include various travel methods such as airfare, bus, car, etc.)</i>	Yes Complete OSSA Online Form. There may be limits on how much can be paid to, or on behalf of, a Federal aid recipient.	Grad Star
Travel for enrichment opportunities such as conferences, seminars, networking events, education related activities, etc. that primarily benefit the student.	Yes Complete OSSA Online Form. There may be limits on how much can be paid to, or on behalf of, a Federal aid recipient.	Grad Star
Internship travel. <i>Includes, but not limited to, funds provided for housing, food, and relocation expenses.</i>	Yes Complete OSSA Online Form. There may be limits on how much can be paid to, or on behalf of, a Federal aid recipient.	Grad Star
Travel for University business on behalf of the department or school. <i>Ex. Student is presenting or actively participating in a conference or competition on behalf of the University</i>	No	Accounts Payable (AP) Voucher System/ Travel System
Reimbursement for Travel on behalf of the University (primarily benefiting the University not the individual) <i>Ex. Student travels to China to perform sponsored research, which happens to be the topic of her dissertation. The University would otherwise perform research on this topic, regardless of the student's research – the University is the primary beneficiary.</i>	No	Accounts Payable (AP) Voucher System/ Travel System

Graduate Student Information Guidelines

<https://gradschool.unc.edu/pdf/TravelPaymentPolicy20210830.pdf>

https://symposium.web.unc.edu/wp-content/uploads/sites/22376/2021/09/Symposium-2021_GradStar_2.pdf#page=12

Examples of Student Travel for Research

- **Student is primary beneficiary** - the purpose of the travel is educational assistance to aid in the pursuit of study or independent research.

Example M. A student incurs travel and other research expenses while traveling to Brazil to perform sponsored research on medical treatments, which is the topic of their dissertation.

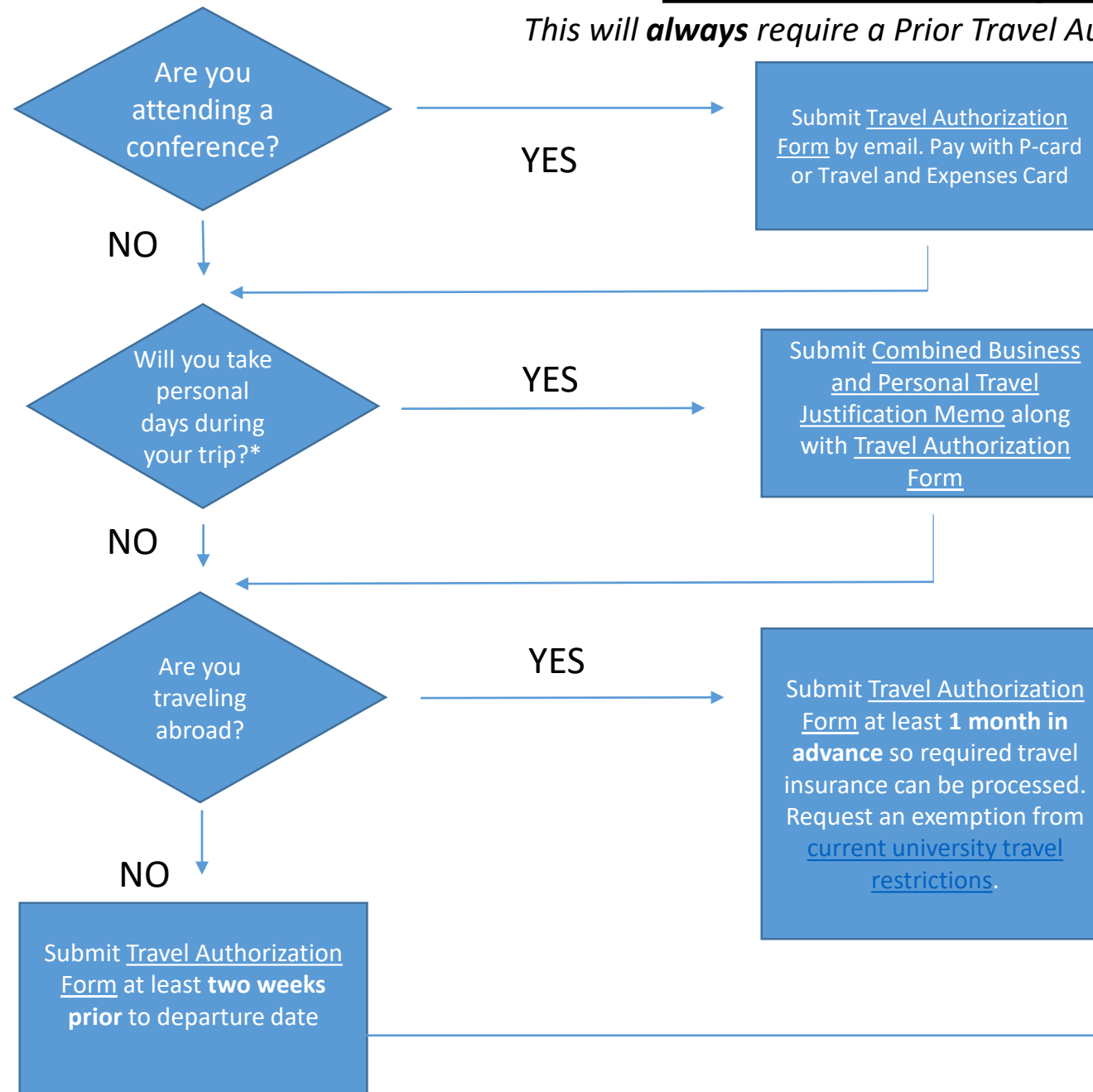
- **University is primary beneficiary** - the purpose of the payment is to reimburse the individual for business expenses incurred on behalf of the University.

Example N. A graduate student uses a portion of the institutional allowance on their fellowship grant on gene sequencing services related to their advisor's sponsored research. This research supports the student's academics but primarily furthers support of their faculty/advisor's research project.

Official University Travel

Applicable to employees and graduate students

*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

Enter travel request into Concur Travel

Submit Pre-Authorization Travel form and any emails to classics-admin@unc.edu. The staff and the chair will have access to the form through this email inbox.

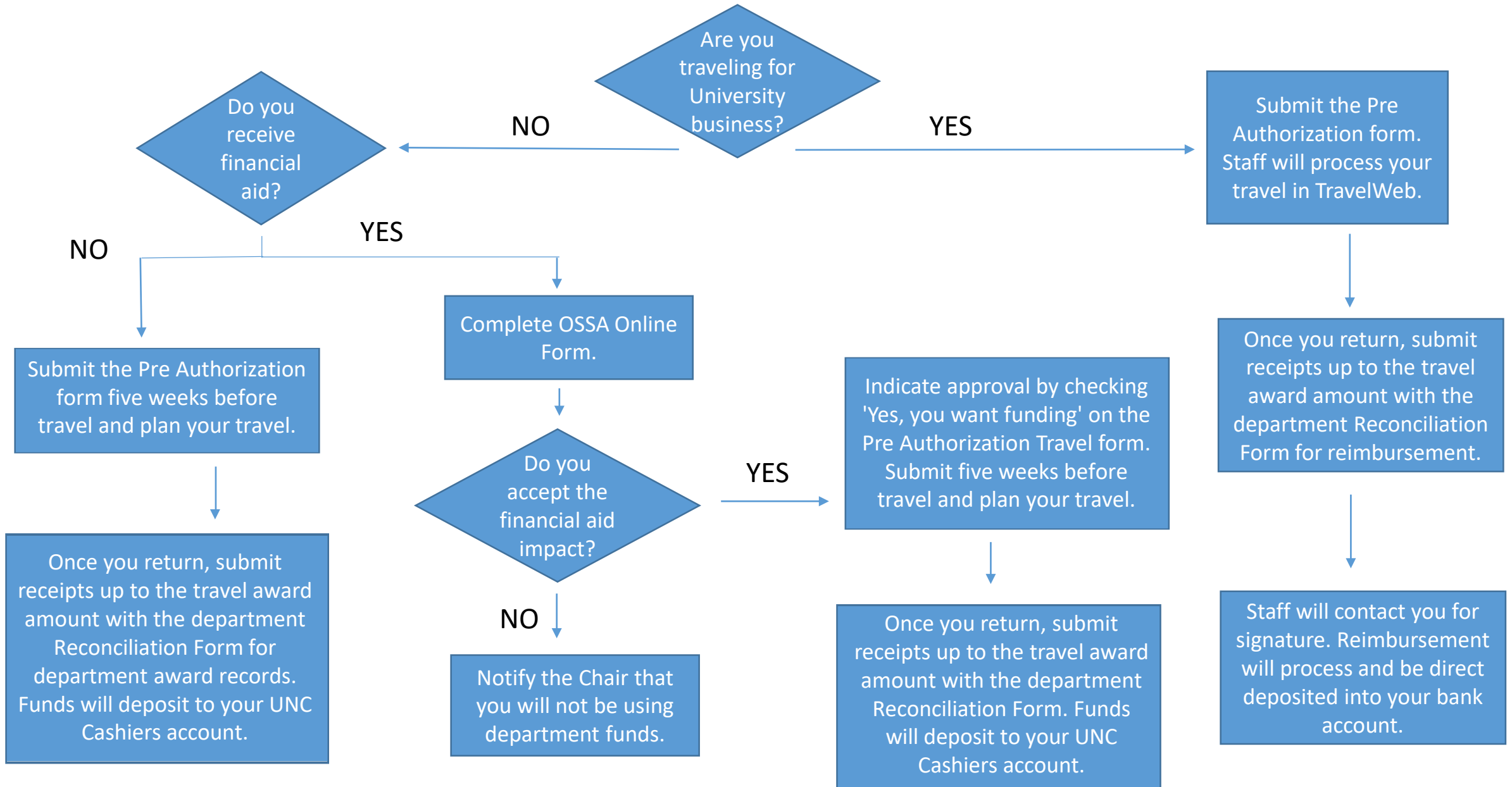
All travel must be processed through Concur Travel System. All airfare must be purchased through the World Travel Agency.

Faculty can also email the address above with the same details as are on the form, in lieu of filling out the form. Students will need to use the form if they are being paid a travel award.

*See 'Personal Travel' flowchart (slide 7).

Additional Student Travel Instructions

*This will always require a Pre-Authorization Travel form.
Submit all forms and documents to classics-admin@TuncDOTedu.*

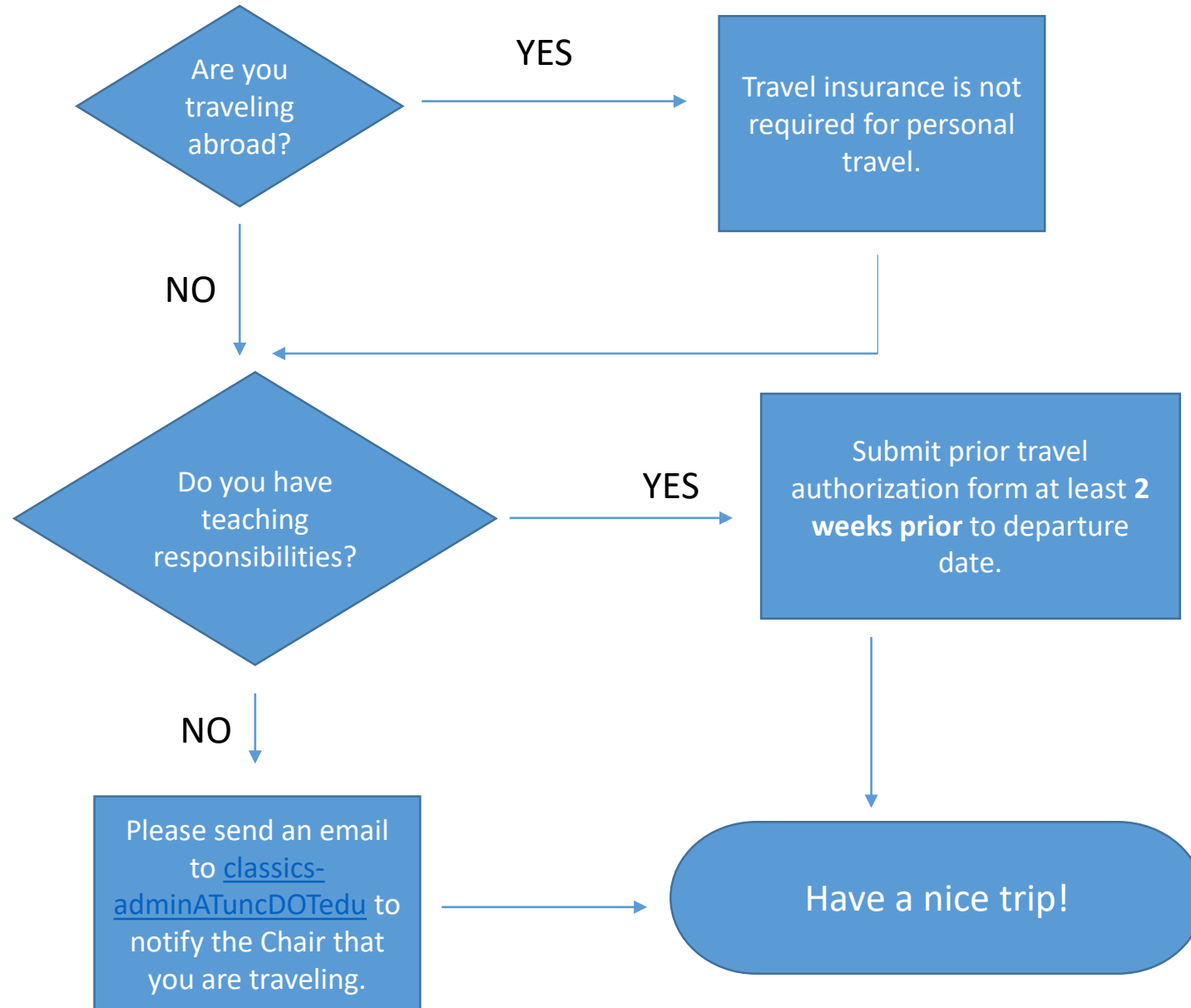


Travel Insurance Requirements

- 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 the Admin. Asst. if you have any questions about this process.
- If you will be combining personal travel with official business travel, you may 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 the Admin. Asst. or the Dept. Manager.

Personal Travel

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



Combined Business and Personal Travel

- Policy 1501 (Policy on Business Travel) 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://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131466>.
- 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*. If personal time is attached to the trip, in addition to the traveler obtaining prior approval from management or a department head, you must provide a comparison quote from the same airfare provider for a direct flight on the business dates and attach it to the travel reimbursement.”
- 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.