

Travel training for PHHI

Oct. 18, 2022

Beth Rosen

Kayde Brownlee

CALS Business Operations
(CBO) travel team



Travel Authorization (TA)

Who needs a TA? Employees who will be traveling on behalf of NCSU or w/ NCSU funds as part of their job (faculty, staff, students and non-employees)

What is a TA? Travel authorizations are a college and supervisory approval process that is required to qualify for reimbursement of travel costs for overnight travel

Where do I get a TA? Mypack portal and then choose “travel center” to get started

When is a TA needed? It is required for all out-of-state or overnight travel occurring as part of your job duties

Why do I need a TA? In order to travel as part of your job, you must have approval from the college and supervisor to ensure the travel meets the needs of the college and for NCSU insurance purposes

- Travel Center
- Travel Inquiry
- Travel Approval Setup
- Travel Instructions
- Travel Policies, Regs, Rules
- 3rd Party Lodging
- Travel Advance Request
- Delete Travel Reimbursement
- Traveler's Health & Safety
- Additional Information

Travel Center

Travel Mileage Policy Change

The office of State Budget and Management (OSBM) REVISED the Mileage Reimbursement Policy effective April 1, 2021. An employee may be reimbursed at the IRS business rate of 56 cents a mile for all miles. For the full policy, review [Section 4.4 of the Travel Manual](#)

University Operations Update 06/18/20: Travel Exception Process and Required Approvals during COVID-19 Impacted Operations

University travel remains restricted due to UNC System directives and public health concerns. All travel is considered an exception and must be approved by the Chancellor or the Chancellor's designees. Travel exception approvals are required before travel occurs, and for reimbursement of any travel expenses. The only exemptions to this travel exception requirement are 1) reimbursement for in-state mileage-only travel; or 2) reimbursement for in-state travel with no overnight stay.

Travel exception requests must be submitted via the [Travel Exception Form](#) (except for in-state mileage-only travel or in-state travel with no overnight stay which are exempted from this requirement).

Traveler Beth L Rosen
Department CALS Business Office
Email brosen@ncsu.edu

NC General Statute 138-6(c) requires that all reimbursement requests must be filed for approval within 30 days after the travel period for which reimbursement is being requested.

- Travel Inquiry
- Update My Profile

Scroll down to the section for New Authorizations to create a TA

New Authorizations for Beth L Rosen

Recent Requests

Destination	Purpose of Trip	Begin Date	Bl

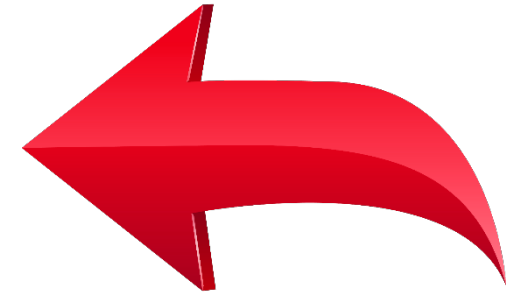
Additional Search Criteria

Date From Date To

New Reimbursements Reimbursements without an Authorization

for Beth L Rosen

for Another




Section #1


- Enter in the travel type, begin and end dates and times, business purpose
- Choose a category for the type of travel you are taking
- Enter in City and State to be visited, use the “+” sign to add more than one city/state
- Answer the question regarding personal travel (reminder that pcard cannot be used when combining personal travel with business related travel)
- In the comments box include any information you need to share with the approvers including personal time dates or changes to the funding source

Basic Travel Details

1

***Travel Type**



***Begin Date**  ***Begin Time** (ex: 8A or 8:00AM)

***End Date**  ***End Time** (ex: 5P or 5:00PM)

Purpose

Category

***Destinations** Non U.S. Travel (Out-of-Country)

***City** ***State**  

Will this trip include any personal travel?

Comments

My Estimated Expenses

2

No Reimbursement Needed

Transportation

Description	Estimated Amount	Comments
Mileage	<input type="text"/>	<input type="text"/>
Airfare/Taxes	<input type="text"/>	<input type="text"/>
Baggage/Other Fees	<input type="text"/>	<input type="text"/>
Parking	<input type="text"/>	<input type="text"/>

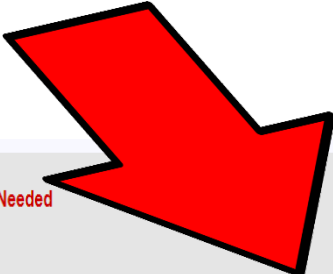
Lodging

3rd Party/Non-Commercial Lodging (requires prior approval)

Description	Estimated Amount	Comments
Lodging Fees/Taxes	<input type="text"/>	<input type="text"/>
Internet	<input type="text"/>	<input type="text"/>
Photocopy Charges	<input type="text"/>	<input type="text"/>

Conference Fees & Meals **Effective 1/1/2018 - Meals are only allowed when in overnight travel status.

Description	Estimated Amount	Comments
Conference/Registration Fees	<input type="text"/>	<input type="text"/>
Workshop/Training Fees	<input type="text"/>	<input type="text"/>
Meals	<input type="text"/>	<input type="text"/>
Excess Meals	<input type="text"/>	<input type="text"/>



Section #2

- Enter in all **estimated** expenses in the corresponding boxes (including expenses paid by pcard, direct bill, etc)
- Include comments to clarify additional expenses outside of transportation, lodging and conference/registration fees. (Meals will be automatically calculated based on the dates you provided in section #1)

Section #3

- Upload any related documentation for your trip

Document Upload

3

Please Upload the Conference/Workshop/Meeting Agenda When Applicable
An agenda must be provided to substantiate the reimbursement of meals. Save this request before uploading.

Document (Select to View)

Upload Document

+

Section #4

- Confirm funding source for this trip is correct
- If you need to change the funding source to another project-phase that you have access to, you can delete the project ID listed and enter in the correct one for this travel
- Be sure to click on the magnifying glass icon to find the correct project-phase
- If expenses are being charged to 2 or more project-phases, use the “+” button to add other project-phase and adjust the amount or %

Funding Source

1

4

Your reimbursement will be paid from the following funding source.

Project ID	Description	Amount	Percent		
201333	CALS-DEANS OFFIC BUSN OFFICE/AA/REGULAR TERM INSTRUCTION	\$1100.00	64.71	+	
201071-02732	Crop & Soil Sciences Distance Education - Gannon	\$600.00	35.29	+	-

Section #5

- Click the save button (always) to ensure all information you entered is saved prior to submitting
- Once you have saved your information, click on the “submit for approval” button so this can route to the appropriate college and supervisory personnel
- A TA# will be created for you and will remain in your travel center for ease of access



Save

Submit for Approval

Approve

Deny

Proxy

Cancel Authorization

Travel Authorization Reminders



- Travel plans cannot be made until you have received your fully approved TA#
- NO excess costs, circuitous routes, luxury accommodations are allowable
- Travelers should exercise prudence and common sense while conducting travel as part of NCSU
- Travelers are responsible for choosing the most economical options for transportation and lodging
- Expenses are for University business only. Personal expenses, family accompaniment or additional charges are the responsibility of the traveler to pay
- Employees are responsible for obtaining approvals and providing support for official university business travel trips including both overnight and day trips

Travel Reimbursement (TR)

Who needs a TR? Anyone who has traveled on behalf of NCSU or w/ NCSU funds and has incurred personal expenses (including mileage) or needs to claim per diem

What is a TR? Travel reimbursements are a college and supervisory approval process that is required to be submitted in order to be reimbursed for personal expenses

Where do I get a TR? Mypack portal and then choose “travel center” to access the original TA and create a new TR

When/Why is a TR needed? If you are seeking reimbursement for out of pocket expenses while traveling on behalf of NCSU

Accessing TA to create TR

II

New Authorizations [Create Authorization](#) for Beth L Rosen

Recent Requests [Authorization/Reimbursement](#) [Voucher/Payment](#) [▶▶](#)

Destination	Purpose of Trip	Begin Date	Blanket	Travel Type	Authorization ID	Authorization Status	Authorized Amount	Reimbursement ID	Reimbursen Status
Greensboro, NC	Extension Conference	09/12/2022	<input type="checkbox"/>	Individual	TA00275801	Pending	\$125.00		

Additional Search Criteria

Date From Date To Authorization Reimbursement [Search](#)

New Reimbursements Reimbursements without an Authorization

[Create Reimbursement](#) for Beth L Rosen

[Create Reimbursement](#) for Another

New Authorizations

Create Authorization

for Beth L Rosen

Recent Requests

Authorization/Reimbursement

Voucher/Payment



Destination

Purpose of Trip

Begin Date

Bl

Additional Search Criteria

Date From 04/11/2021



Date To 06/10/2021



Authorization

New Reimbursements

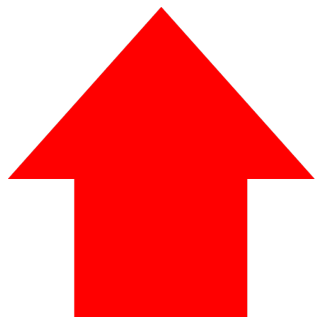
Reimbursements without an Authorization

Create Reimbursement

for Beth L Rosen

Create Reimbursement

for Another



Submitting a TR

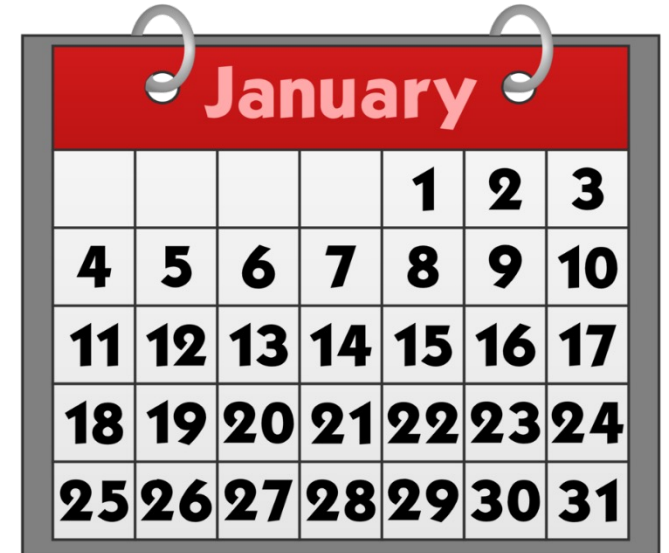
- If you have a fully approved TA associated with your travel, you will click on that TA# to start the travel reimbursement process.
- This will transfer all of the previous information from your TA automatically into your TR (estimates, dates/times, location, attachments)
- Enter in the ACTUAL expenses incurred into the “reimburse me” box for each line needing reimbursement
- Be sure to click on the calculator icon next to the meals tab to open up a new box to remove the meals that were part of the conference and/or hotel stay. You cannot claim per diem for meals included in your events

Travel Reimbursement...continued

- Once you have entered in all of your actual expenses in the correct boxes to correspond to the specific parts of your travel you will move to section #3
- You will upload each receipt or agenda/program into the my receipts/documents section as they correspond to your actual request. If you need to submit other documentation that isn't listed, you can use the "+" sign to add other lines
- Confirm the funding source is the same as what you requested in your TA or update it if there's an additional project-phase that needs to be entered
- Save and submit for approval once completed so it's routed for processing

Travel Reimbursement Reminders

- TR's must be submitted within 30 days after the travel period ends (or you can be taxed on your \$\$)
- All receipts, agendas & attachments should be legible and receipts must show a “zero” balance in order to be repaid
- Bank/credit card statements need to be redacted with your personal information and show only the specific charge and name of traveler



In-state travel

- In state travel is allowable without a TA, as long as there is NO overnight stay occurring (day trip)
- In state travel that will require an overnight stay HAS to be approved prior to any travel plans or travel expenses being incurred (regardless of personal funds or pcard)
 - Submit a TA with *estimated* expenses including transportation, lodging, conference/registration fees, etc.
 - Once you have a fully approved TA, you can begin to make travel arrangements



Out-of-state travel



- Any travel that requires you to leave North Carolina is considered out of state travel
- A fully approved TA is required to travel out of state
- You cannot make travel arrangements or incur travel expenses until you have an approved TA

International/Foreign Travel

- International travel sometimes takes longer to process and TA's should be submitted several weeks in advance to ensure approvals at all levels
- Travelers must ensure that they understand and follow the U.S. requirements for Export Control Regulations and Animal Care & Use regulations
- Prior to traveling internationally, employees should become familiar with NCSU Export Controls, NCSU Foreign Travel briefing, and current advisories/warnings/requirements by accessing <https://research.ncsu.edu/administration/compliance/research-compliance/export-controls/>

Export Controls

*International travel requires additional questions to be answered in the TA submission process (including health and safety regulations, traveling with university-owned property, export controls, and immigrations entry requirements)

Links to additional information can be found in section #1 of your TA

International Travel

- > [Export Controls Travel Briefing](#)
- > [Best Practices Travel](#)
- > [Customs Searches of Devices](#)
- > [FBI Travel](#)
- > [FBI: Hotel Internet Use](#)
- > [Worldwide Travel Caution](#)

Section #1 for basic travel details will look different once you enter in your International destination. All questions need to be answered and links need to be reviewed prior to continuing the TA request.

*City	*Country		
lima	Peru	+	-

Export Compliance Certification

- Export Controls: Have you reviewed the [SPARCS web site](#) regarding the federal laws and regulations regarding the export of controlled commodities, technology, and information?
- Health and Safety: Have you consulted the websites of the [State Department](#) and the [Centers for Disease Control and Prevention](#) regarding international travel warnings?
- Export Controls: Will you be traveling with a University-owned laptop computer, PDA, or Cell Phone?

I certify that the answers to the questions provided above are complete and accurate. I have read and understand the information provided regarding compliance with US Export Control laws and regulations and that I may be held personally liable if I unlawfully disclose controlled commodities, technology, or information to foreign nationals without prior approval.

Traveler must be logged into the MyPack Portal in order to certify their answers.

[Immigration Entry Requirements](#)

[Compliance Officer for Integrity, Objectivity and Security](#)

International Travel Reminders

- Travel expenses paid in foreign currency must be converted to US dollars before creating a TR and the currency should be converted according to the exchange rate in effect at the time of travel.
- Documentation must be added as *supporting* documentation to the travel reimbursement to verify the claimed conversion rate of each expense
- Travelers should use the Oanda website (or other reputable currency conversion websites) to obtain that documentation
<https://www1.oanda.com/currency/converter/>
- University purchasing cards (pcards) should be used for travel expenses whenever possible. Pcards CANNOT be used for travel expenses when personal time is included in the trip.



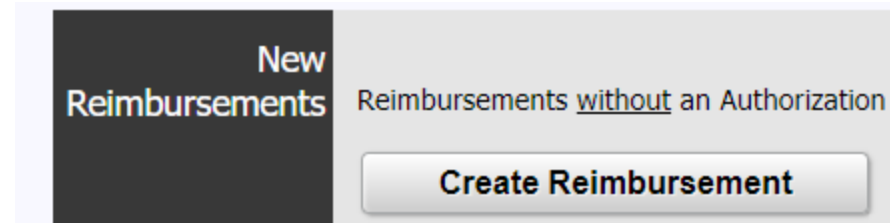
Mileage Only travel

- Mileage-only travel reimbursements are allowed if using your own personal vehicle (rentals/dept vehicles/motor pool are not allowable)
- Mileage only travel reimbursement (TR) can be done for individual in-state day trips (no overnight stays) or for monthly day trips as part of your job duties (extension/research stations, etc)
- Mileage is reimbursable ONLY for business miles and must include:
 - Departure location (home/duty station whichever is closest)
 - Travel date/destination addresses/business purpose for travel*

**The purpose of the trip should be explained in enough detail so that a reasonable third party person would understand the benefit of the trip to the university funds charged*

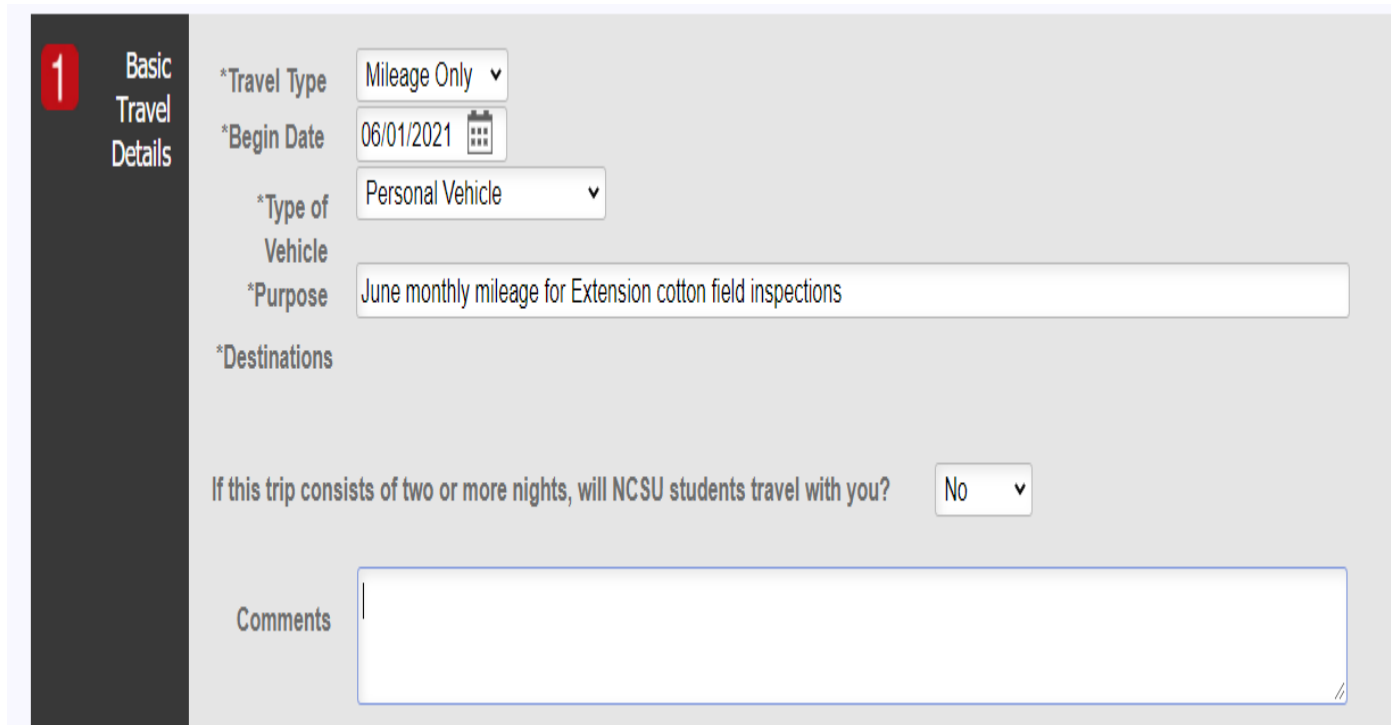
Mileage only TR submission

- Mypack portal
- Travel center
- Choose Create Reimbursement
- Choose Mileage only in the drop box in Section 1
- Monthly mileage enter in the begin date (example) and detailed business purpose



New Reimbursements Reimbursements without an Authorization

Create Reimbursement



1 Basic Travel Details

*Travel Type Mileage Only ▾

*Begin Date 06/01/2021 📅

*Type of Vehicle Personal Vehicle ▾

*Purpose June monthly mileage for Extension cotton field inspections

*Destinations

If this trip consists of two or more nights, will NCSU students travel with you? No ▾

Comments

- Section #2 – Mileage line, click on the calculator icon to the right of the “reimburse me” box

2

My
Out-of-
Pocket
Expenses

DO NOT CLAIM ANY
EXPENSES THAT
HAVE ALREADY BEEN
PAID BY THE
UNIVERSITY.

[Error History](#)

Transportation

Description	Authorized Amount	University Paid	Reimburse Me	Status
Mileage ▼			<input style="width: 80%;" type="text"/>	
Parking ▼			<input style="width: 80%;" type="text"/>	

- This brings you to the Mileage Calculation page to enter in your individual roundtrip travel per line

Mileage Entry

▶▶

*Departure Date	*Departure Location	*Business Destination Address	Additional Mileage Information	*State	*Miles
1 06/01/2021	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Mileage Entry

*Departure Date	*Departure Location	*Business Destination Address	Additional Mileage Information	*State	*Miles	*Exception for Higher Mileage Rate	Rate	Amount		
1 06/01/2021	Duty Station	123 Oak Lane, Ashville NC	survey crops for hail damage	NC	437	-Exception Not Applicable		\$0.000	+	-


- Enter in date of trip, departure location, destination address, detailed business purpose for the day and roundtrip miles driven.
- Click “+” sign to add additional lines as needed









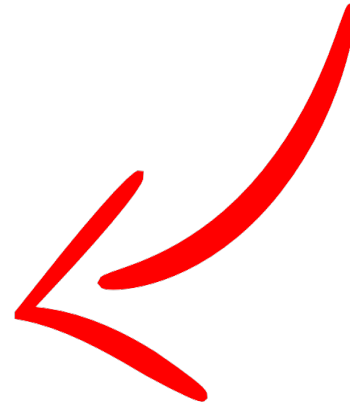
Mileage Entry

*Departure Date	*Departure Location	*Business Destination Address	Additional Mileage Information	*State	*Miles	*Exception for Higher Mileage Rate	Rate	Amount		
1 06/01/2021	Duty Station	123 Oak Lane, Ashville NC	survey crops for hail damage	NC	437	-Exception Not Applicable	0.560	\$244.720	+	-
2 06/07/2021	Home	555 NCSU Lane, New Bern	pesticide class-extension offi	NC	540	-Exception Not Applicable	0.560	\$302.400	+	-
3				NC		-Exception Not Applicable		\$0.000	+	-




Total Miles 977.00 Total Mileage Amount \$547.12

Mileage Entry 

	*Departure Date	*Departure Location
1	06/01/2021 	Duty Station 
2	06/07/2021 	Home 
3	<input type="text"/> 	<input type="text"/> 



- Once you've completed each entry (this should be done when returning from each trip) click on the "OK" button to bring you back to main TR

Authorized Amount	University Paid	Reimburse Me	Status
		547.12  	
		<input type="text"/>	

- Here you will see the total amount in the "reimburse me" box transferred from the mileage entry page

Other expenses

- If you have tolls or parking expenses, you can claim those in section #2 (with details and \$ amount)

2 My Out-of-Pocket Expenses

DO NOT CLAIM ANY EXPENSES THAT HAVE ALREADY BEEN PAID BY THE UNIVERSITY.

[Error History](#)

Transportation

Description	Authorized Amount	University Paid	Reimburse Me	Status	Comments
Mileage			547.12		
Parking			6.00		No public parking, had to use pay ga
Tolls			24.00		Semi overturned, had to take alt rout

- Upload your receipts

*note -once you have entered in additional out-of-pocket expenses, the system will automatically create a line for those receipts to be uploaded

3 My Receipts/Documents

Receipts are required for the following items. Select the information button if you need help


Option A: Upload receipts as a group (Multiple Receipt Categories) or by individual receipt t

Travel Expense Type	Amount	
Multiple Receipt Categories		<input type="button" value="Upload Receipt"/>
Parking	6.00	<input type="button" value="Upload Receipt"/>
Tolls	24.00	<input type="button" value="Upload Receipt"/>

Funding source(s)

4 Funding Source

Your reimbursement will be paid from the following funding source. Please see the Accounting Information in the Departmental Use Only section for information on split funding.

*Project ID	Description	*Percent	Exempt Status
201333 	CALS-DEANS OFFIC BUSN OFFICE/AA/REGULAR TERM INSTRUCTION	100	0 - Not Exempt

- The funding source in section #4 is your DEFAULT project-phase that is listed in your travel profile
 - If you need to change this, delete the default and enter in the alternate project-phase. Be sure to click the magnifying glass icon to change the funding description
- *IF you're being paid off a project that is **not** a CALS OUC, you will not have access to enter that project-phase into the box

Funding source(s)...con't

- Leave your default in section #4
- Go back to section #1 and enter in the project-phase of the funding source AND the name of the person giving permission for you to use those funds, into the comments box
- CBO Travel associate will update this for you and add in the PI or department contact to the approval chain

*Note that OUC's outside of CALS cannot be entered by you, it will need to be done by the funding college/department business person instead

1 Basic Travel Details

*Travel Type Mileage Only

*Begin Date 06/01/2021

*Type of Vehicle Personal Vehicle

*Purpose June monthly mileage for Extension cotton field inspections

*Destinations

If this trip consists of two or more nights, will NCSU students travel with you? No

Comments

If this trip consists of two or more nights, will NCSU students travel with you?

Comments

Per Dr. Jane Doe this TR should be charged to 555555-12345
Please add this project-phase and Dr. Doe to this request. Thanks!

Saving/Approval Routing

- If you are doing a monthly mileage only TR, click the SAVE button to save all of your current mileage entries.
- Each time you access this mileage-only TR to update your trips, ALWAYS click “Save” to ensure you don’t lose your information
- If you are ready to submit, click on “Submit for Approval” to start the TR process

5 Approval Routing

Please verify your assigned Supervisor, Missilina Wilson-Grissom, before clicking on the Submit for Approval button. If the Supervisor needs to be reassigned, go to the Supervisor ID field at the top of this page.

Notifications

Notifications have not been sent for this reimbursement.

Save Submit for Approval Approve Deny Proxy Approve



Using pcard for travel expenses

- Pcards should be used for travel related expenses as much as possible but cannot be used for expenses when personal time is included in the business travel
- Meals while in travel status are not allowed to be charged to your pcard

Questions & Answers

- Ask us...We are here to help!

Beth Rosen – Program Associate travel

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email: blrosen@ncsu.edu

