UNC-funded Travel & Reimbursement Policy Reminders

- **Food for meetings**
  - Should go on p-card or T&E card whenever possible
  - Remind the vendor we’re tax-exempt
  - No alcohol
- If you have to pay out of pocket:
  - DO NOT let a student pay. UNC will no longer process these types of reimbursements for students even if they are also an employee.
  - Still tell the vendor you are tax-exempt because UNC will NOT reimburse you for the tax if you pay it
  - Do NOT tip more 20%. UNC will only reimburse up to a 20% tip
  - Food reimbursements must be submitted through Concur
- Always asks before paying for anything out of pocket
• **Concur** ([https://finance.unc.edu/services/travel/concur/](https://finance.unc.edu/services/travel/concur/))
  - Faculty, staff, and postdocs must have an approved travel request BEFORE booking travel
    - Students aren’t in Concur and should submit their travel request at: [https://forms.gle/mMqYAbuqshTHkGAWA](https://forms.gle/mMqYAbuqshTHkGAWA)
    - International requests won’t be approved without attached documentation showing dean/provost approval: [https://global.unc.edu/travel-operations/travel-policies/](https://global.unc.edu/travel-operations/travel-policies/)
      - Send forms to Lindsay to route for approval and give at least 2 weeks lead time
  - Flights MUST be booked through Concur/World Travel
  - Make Caitlyn and Lindsay a delegate in Concur so we can help you with the expense (reimbursement) report

• **UNC P-Cardholders**
  - Email **itemized** receipts to [bmeaccounting@email.unc.edu](mailto:bmeaccounting@email.unc.edu) as soon as you have them
    - Make sure there is no tax charged
    - Tell us which funds to charge them too

• **Billing Cycle deadlines**
  - P-Card billing cycle ends on the 15\textsuperscript{th} of every month
  - Any charge that posts on the 15\textsuperscript{th} or before has to have a proper receipt uploaded, be signed off with a chartfield string and approved by the 20\textsuperscript{th}. Please don’t wait. Send as you purchase.