



# Travel Procedures Manual

Revised– January ,2025

For additional information and forms, please visit the [Travel website](#)

For questions, please contact **The** Travel Office via email at [ChromeRiver@email.wcu.edu](mailto:ChromeRiver@email.wcu.edu) or call ext. 7203.

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## 1.1 Introduction and Scope

**1.2 State Policies Regarding Travel:** The University's Travel Policies and Procedures Manual is based on Section 5 of The State Budget Manual, which sets forth travel policies and regulations regarding securing authorization and reimbursement for official state travel expenditures.

The policies and procedures set forth in this manual applies to all Western Car Tw 2.326 <</MCID 5a9.6 (e)

**1.4 Responsibility of Traveler's Supervisor** Approval/authorization for travel is delegated to the traveler's supervisor. This individual's approval indicates that appropriate review of the cash advance/reimbursement has been made, and the travel conforms to all rules and regulations and is properly supported with valid documentation and receipts.

**1.5 Official State Business** These policies are intended to apply only to those state employees or other persons on official state business. Official state business occurs when the State employee or other person is traveling to attend approved job-related training, work on behalf of, officially represent, or provide a state service upon the State's request. Travel that would not directly benefit the State will not be reimbursable.

Travel guidelines apply to all employees, non-employees, students, or guests traveling on university official state business.

**1.6 Timely Submission** Travel reimbursement requests should be submitted in Chrome River within 30 days of returning from your trip. All travel expenses should be itemized by expense type and date.

Only expenses reimbursable prior to travel are Airfare and Registration fees. All other expenses are post-travel.

## 2.0 Chrome River

All university travels processed through Chrome River. Access Chrome River through [travel.wcu.edu](http://travel.wcu.edu) or [uconnect.hedc.com](http://uconnect.hedc.com). Check Requests should not be used for travel reimbursements.

If you need access to Chrome River or schedule a travel request, contact T783 0 Td8 urr

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Travel



#### 4.0 Travel Status

In-state travel status begins when the employee leaves their duty station or home, whichever is closer to the destination, until they return. "Duty station" is defined as the location where the employee is assigned. The designation of an employee's home as the duty station requires the agency head's approval.

Travelers must travel 70 miles round-trip to be reimbursed for lodging or meals.

Out-of-state travel status begins when the employee leaves the state and remains in effect until the employee returns to the state.

All international travel must be pre-approved by the Vice



## 5.0 Travel Advances

Permanent full-time employees traveling on state business who have not been issued state credit cards (T-cards) may be issued travel advances. This must be authorized by the travel office, and department head or designee. Travel advances will not be issued to state employees or students. ([NC OSBM Budget Manual Policy 5.1.3](#))

Travel Advances are allowed for Athletic Team Travel and Athletic Recruiting.

Travel Advance requests must be submitted in Chrome River and routed to the travel auditor for approval at least two weeks prior to the trip.

Travel Advance checks will be mailed or processed by direct deposit.

Travel Advance payments will be approved by Travel Auditor no more than two weeks prior to the departure date.

Travel Advances will not be issued in June due to the year-end close.

Questions about Travel Advances should be directed to the Travel Auditor at [chromeriver@email.wcu.edu](mailto:chromeriver@email.wcu.edu).

## 6.0 Meals

**6.1 Per Diem Meal Rates:** When a state employee is on official state business and is in overnight travel status, the employee may be reimbursed for meals. Per diem is only reimbursed at the current state per diem rates.

Departments may reimburse students/nonemployees/employee at a rate

**6.3 Meal During Daily Travel:** To comply with IRS regulations, breakfast and dinner meals are no longer reimbursable for travel that does not involve an overnight stay. Lunch always has not been reimbursable for travel that does not include an overnight stay.

University employees may not be reimbursed for meals in conjunction with a congress, conference, assembly, convocation, or meeting, by whatever name called, of the employees within the University or between employees of the University and other state departments, institutions, or agencies to discuss issues relating to the employee's normal day-to-day business activities.

Details related to current **Meal and Lodging rates**, are listed below.

Description	In-State	Out-of-State Out-of-Country	Comment
Breakfast (Departure prior to 6:00am, Return after 10:00am)	\$10.10	\$10.10	Must extend the workday 2 hours
Lunch (Depart prior to 12:00pm, Return after 2:00pm)	\$13.30	\$13.30	Cannot be claimed unless ( ) Tj 4

The following details must be provided regarding lodging:

- x The name & address of the seller or supplier
- x Receipt for proof of payment. Must include:
  - x Room charge
  - x Length of stay
  - x Taxes and fees
  - x Name on card (cardholder must match the name on the reimbursement)
  - x Last 4 digits of card number
  - x Date of transaction
  - x Balance paid in full

Details related to current



8.0

The following details must be provided regarding the









## 11.0 Conferences

**11.1 Internal Conferences** Internal conferences involve the attendance of employees within the University only. A routine staff meeting is not an internal conference

11.1 a Requirements and Limitations are as follows (er) 113 >> BDC 0.176 0.322 0.58 rg /TT2 1 Tf -0.02 (

12.0 International Travel

#### 14.0 Non-State Employees Travel

Non-state employees traveling on official state business whose expenses are paid by the University are subject to these policies and procedures, including statutory subsistence allowances, to the same extent as university employees.

No travel advances will be made to non-state employees. Travel expenses for members of a non-employee's family are not reimbursable by the University.

#### 15.0 Candidate Travel

The appropriate Vice Chancellor may approve reimbursement of certain expenses of

