CEBS Travel Authorization and Expenditure Procedures

1. All overnight travel requires a travel authorization approved by the Dean and forwarded to the UNC Wells Fargo Visa card office.
2. All CEBS travelers are expected to use the Wells Fargo, UNC Visa card for travel.
3. Travelers should obtain funding for the travel (from such sources as your program area, OSP, Provost) prior to completing and turning in a Travel Authorization form.
4. Complete and sign the Travel Authorization Form or give information to the administrative assistant who will complete the form.
5. If necessary the administrative assistant will return authorization to the traveller for review and signature.
6. The form will be routed to obtain all appropriate signatures. International travel should be approved one month in advance and requires VP approval. Also, travelers need to notify Wells Fargo customer services that they will be out of the country to prevent possibility of their card being suspended by the bank due to use outside the card’s country of origin (suspected fraud).
7. Final approved document will be given to College Budget Manager to enter into extender (a document management system) in order to be processed by accounting services.
8. Purchasing will load the UNC Wells Fargo Visa card with approved funding. The amount loaded will be available for two days after the designated return date on the travel authorization. For international travel the card will remain loaded for five days after the designated return date. This should cover any unexpected delays in travel. You will have to notify the travel office if your delay extends beyond these timelines.
9. The appropriate per diem and incidentals will be loaded into your personal bank account two weeks prior to your travel. Note that travellers may elect to have the per diem added to the total on the Wells Fargo Account, rather than a personal account, by making a request on the Travel Authorization form. Whenever possible please attach “at a glance” or other information indicating meals provided by the conference.
10. The original Travel Authorization form will be returned to the department to keep on file.
11. Immediately upon completion of travel, receipts for hotels, airfare, registration, taxicabs, other reimbursable expenses and the Wells Fargo statement must be turned into the administrative assistant.
12. Travellers must also review their Wells Fargo Bank statement. Reminders to do so will be sent electronically.
13. Any reimbursable travel expenses that you were unable to put on your UNC Visa card will be given to administrative assistants to process for reimbursement.

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