Services Provided with 2 Week Notice of Departure Date.

1. Department chair must approve travel for faculty and staff
2. Travel Authorization form must be completed before departure to show that you are in travel status for the university. [www.finance.uncc.edu/forms](http://www.finance.uncc.edu/forms).
   - Submit recommended flights to destination and work with BSS for PCard purchase or AAA.
   - BSS will make arrangements through approved airfare sites, AAA and Enterprise (Banner 49er Mart) for a rental car. Please include the conference website for your BSS. The BSS will book your hotel with PCard at the conference location and if that is not available, you will have your choice of one alternate hotel. **We will prepay hotel, registration fees, and provide you a travel Advance for meals, taxi, tolls and other miscellaneous charges.** If you are seeking the best price or an alternate hotel you will need to make your own reservations and charge it to your credit card and get reimbursed upon your return. Please read below for required original receipts.
   - Any prepayments made prior to submittal of the travel authorization, need to be included for approval.
   - BSS will provide you with a folder for receipts which upon your return from your trip will go to your BSS for reimbursement.
   - The College of Engineering wants you to avoid any additional taxes charged to you from your salary for delayed travel reimbursement beyond 30 days. It’s imperative that you have your receipts tuned in within two (2) weeks (preferably sooner). **After 30 days, taxed will be charged by the university.** If the travel advance exceeds expenses, you must reimburse the university after returning.
3. Original receipts required are:
   - Itemized Hotel Bill
   - Taxi Receipts (note destination)
   - Baggage Receipts
   - Toll/Shuttle/Bus Receipts
   - Rental Car Receipts
   - Airport Parking
   - Internet Expenses
   - International Expenses – include conversion chart [www.OANDA.com](http://www.OANDA.com)

Be sure your name is on each receipt (in case of lost, it can be identified).
Services provided with only 7 days’ notice of Departure Date.

1. Department chair must approve travel for faculty and staff.
2. BSS cannot provide any further assistance with this short notice.
   • Travel authorization is still required before departure date and should include copies of registration, hotel and flight information.
   • BSS will provide you with a folder for receipts which upon your return from your trip will go to your BSS for reimbursement.
   • The College of Engineering wants you to avoid any additional taxes charged to you from your salary for delayed travel reimbursement beyond 30 days. It’s imperative that you have your receipts tuned in within two (2) weeks (preferably sooner). After 30 days, taxed will be charged by the university. If the travel advance exceeds expenses, you must reimburse the university after returning.
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   • Airport Parking
   • Internet Expenses
   • International Expenses – include conversion chart www.OANDA.com

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