



**UNC GREENSBORO**

Graduate Student  
Association

# Travel Funding Guidelines

## GSA Basic Funding Requirements

- You must be an enrolled as a graduate student at UNC Greensboro during the semester of application and funding usage.
- You must be in good standing within your academic program /Graduate School.
- GSA Senators representing the academic department must be in good attendance standing with mandatory monthly GSA meetings. If no senator is appointed to represent the department then students from that department will be **ineligible** to receive funding from GSA.
- Student must complete and submit the application in totality for an eligible activity. This includes all supplementary documentation requirements based on student citizenship status.

## GSA Basic Funding Requirements - Continued

- You must **pay student fees** during the given semester in order to be eligible to receive funds from GSA.
- You **MUST** be presenting (at a conference, invited talk, etc.) to be eligible to receive funds from GSA.
- You **MUST** complete a progress report at the completion of their travel and upload it into the application portal in order to receive the funding once they are approved.
  - a. This progress report along with the full documentation packet for expenses incurred during their respective activity must be completed **within 10 days of the final day** of travel in order to maintain eligibility for funding.

# Completion Steps

## What you need for submission (before conference)

- **Signed** letter of support from the applicant's supervisor or advisor including purpose of attending the activity.
- A **TRV-1** form with the pre-travel authorization portion completed and all associated documentation based on the applicant's university employment status and citizenship status.
- A brief statement explaining what the activity is and what the purpose of attendance is from the student applicant (entered into the application).
- **All fields** of the application completed.
- **Acknowledgement** that the applicant has investigated other avenues of funding before applying to GSA.

The due date has passed. x

## TEST: 2020 Spring GSA PDF Travel Funding Opportunities

**Internal Submission Deadline:** Monday, February 10, 2020 at 2:30 PM  
[ADD TO CALENDAR](#)



**Administrator(s):** Office of Research & Engagement InfoReady Review (Owner)

**Category:** Graduate Student Association Program

**Award Cycle:** 2019-2020 Fall/Spring

**Funding Available(\$):** 25,000

**Number of Possible Awardees:** Unlimited

### Description:

The UNCG Graduate Student Association (GSA) provides funding for professional development opportunities. Visit the [Graduate Student Association GSA Funding](#) webpage for detailed funding guidelines on the availability and eligibility of GSA funds. Refer to the *Concise GSA Funding Guidelines Spring 2020* document which includes detailed information on eligibility and application requirements available in Competition Files.

GSA funds are limited and are distributed in the order of which applications are received and are contingent upon Senator representation at mandatory GSA meeting. Applicants should not rely on GSA funds as their only source of funding.

### The Professional Development Fund (PDF)

PDF funds can be used to reimburse expenses associated with attending professional conferences and other professional development activities. Examples of acceptable expenses include conference registration fees, travel expenses, lodging costs, and meals. Apply during the window your professional development activity takes place. Funding is awarded in the order of which applications are received. Students may apply for up to a total of \$1,000 per year with each eligible student awarded no more than \$500 per semester. These amounts may not be combined.

Application requirements for the PDF funding opportunity can be found in the *PDF Application Requirements* document in **Competition Files**.

Travel and Residency forms are available for download in **Competition Files**.

### Eligibility

Students applying for PDF funds must be current graduate students in good standing with the University and

## Application Tools

Apply

## Competition Files

[Concise GSA Funding Guidelines Spring 2020](#)

[PDF Application Requirements](#)

[TRV-1 Form](#)

[TRV-S](#)

[NRA001 Foreign Visitor Form](#)

[Turning in Your Expenses](#)

[GSA Funding Progress Report](#)





## TRV-1 Form Continued

- Original signatures ONLY.
- The top half (travel authorization) section must be completed 15 calendar days prior to travel.
- If anyone travels off campus or outside of Greensboro, there must be a TRV-1 form signed at the top by both traveler and Supervisor/Dean, even if they are not getting reimbursed. This is kept in the department for insurance purposes.
- Overnight stays require pre-approval **BEFORE** the trip, signatures at the top must be dated **BEFORE** the trip.
- If attending a conference, print and attach the AGENDA not the schedule, showing the dates of the event and whether there were meals provided.
- DO NOT keep a saved TRV-1 form on your desktop, it could change at anytime, the one on the Accounts Payable website will be updated. It can be found: ([here](#))

TRV-1 (Rev. 8/16)

The University of North Carolina at Greensboro  
Travel Authorization/Expense Report

Shaded GRAY areas are for AP use only

### TRAVEL AUTHORIZATION

Traveler's Name:	Univ. ID#:	UNCG EMPLOYEE? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Tel. No:	Date Filed:
Address Code&Address:	Are you a student? <input type="checkbox"/> Yes <input type="checkbox"/> No	Citizenship status: (Choose one) <input type="checkbox"/> Legal Permanent Resident-Attach Form I-551 <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-Resident Alien-Attach NRA001 w/reg docs		
Destination:	Description: <input type="checkbox"/> Official State Business <input type="checkbox"/> Academic Credit OR <input type="checkbox"/> Student Activity	Estimated Cost of Trip:		
Period Covered by this Voucher				
Leave Date:	Time Left:	AM	Return Date:	Time Returned:
I have read and understand the University Travel Policies. ( <a href="#">Travel Policies</a> ) I understand my responsibility as a traveler for the University. In the event a travel advance is issued to me, I have read and understand the Travel Advance Loans Policy. ( <a href="#">Travel - Policy 9</a> ) If I fail to repay the travel advance loan, I agree that the University may deduct the amount of the advance from the next salary check due to me.		I have read, understand, and approve this travel, including the amount to be advanced. I approve lodging, registration fee and meals (for out of country travel only) in excess of the allowed rate, use of personal vehicle and /or airport parking for the trip described above as a necessary University expense. The student travel listed above is in accordance with <a href="#">University Travel Policy 8</a> , and is approved to be paid from Fund #: _____ (Cross out any above phrases that are not approved)		
Traveler's Signature	Date	Must be signed AND dated PRIOR to trip if overnight Supervisor's/Dean's or Authorizing Signature(s)		Date

**TRAVEL ADVANCE LOAN/PAYMENT TO VENDOR PRIOR TO TRIP**

# Completing the Travel Authorization Section Checklist (TRV-1)

- ❑ **Traveler's Name:** Must be the name associated with their social security number, we must check their name and SSN through the IRS for all people without UNCG Banner ID numbers. This name must be the name on the original receipts attached to the TRV-1 form.
- ❑ **University Banner ID Number:** If the traveler has a UNCG Banner ID # that is entered here. If the traveler is a non-employee a W-9 form should be attached with their SSN on it. AP needs their SSN so they can set them up in Banner.
- ❑ **Address:** Please make sure their address is complete, include apartment numbers etc., you can put the address in the comments section if there is no room for the whole address. This is very important for non-employee traveler.
- ❑ **Citizenship:** This is a very important part of the form. If the traveler is a Non-Resident Alien they require a NRA-001 form, along with all the documentation that is listed at the top of that form. If the traveler is a Legal Permanent Alien and they are a non-employee you must get a copy of their green card form I-551; if the traveler is a UNCG employee AP does not require it.
- ❑ **Description:** Check the appropriate box and write in the name of the conference or destination in the box.

# Completing the Travel Authorization Section Checklist (TRV-1)

- Destination:** Please put the state, country etc. they are traveling to.
- Description:** Please put the name of the conference, meeting etc. here and attach an agenda or meeting schedule showing the dates of the event. WRITE THE NAME OF THE CONFERENCE IN THE YELLOW AREA. DO NOT just check student activity.

Description:  Official State Business  Academic Credit OR  Student Activity

*X Required text*

- Estimated cost of trip:** This is the total cost of the trip including any prepayments. This is a big part of what the Supervisor/Dean signature is signing off on.
- Leave/Return date and time:** This must be filled in, especially if the traveler is requesting meals.
- Travel/Supervisor/Dean signatures:** All overnight travel requires prior approval, the traveler's signature is required and the Supervisor/Dean's signature is required with a date prior to the travel.

# TRV-S Form

TRV-S  
(Rev 8/16)



## Student Non-Employee Travel Agreement

### Traveler Information

Student's Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

UNCG Employee: Select      Citizenship Status: Select

Department Sponsoring Travel: \_\_\_\_\_

The student travel is for University business and meets one of the following criteria (select one):

\_\_\_\_ Student travel is for the purpose of serving as a representative of The University of North Carolina at Greensboro, for the benefit of the University. Practice-based professional skill development is recognized as a critical outcome for UNCG's undergraduate and graduate students. Such skills include the delivery of clear and compelling presentations, successful execution of academic and scientific research, and effective dissemination of research results. Presentations at conferences, symposia, research fora, or meetings may be required for students completing UNCG coursework at the undergraduate and graduate levels. In addition, course requirements may include attendance at assigned events that have been identified due to their relevance to the specific course content and student learning goals.

Activities, including travel, which have been sponsored and approved by UNCG administrators, are part of the University's business as defined by the current mission, which includes preparing students for meaningful lives and engaged citizenship. Participation in authorized co-curricular activities promotes holistic learning, development of skills, and exposure to experiences which further the development and learning of the student. The University's business is also enhanced when students travel and support the reputation of the institution through research, presentation, attendance, and presence at off-site activities, events, programs, conferences, competitions, and similar.

-OR-

\_\_\_\_ The student travel does not meet any of the business purpose criteria listed above – taxable.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Dean/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# General Guidelines

- ❑ All travel reimbursements should be submitted to Accounts Payable (AP) no later than 30 days of the date of return, if AP receives the paperwork after **60 days from the date of return**, the amount to be reimbursed to the traveler will be included on their W-2 as taxable income for employees, non-employees will receive a **1099 if it is over \$600.** UNCG implemented this IRS rule starting June 2016.
- ❑ **NEVER** pay someone cash for travel. IF you must use cash, be sure to have a receipt with all names on it. Reimbursements will only be given to those whose names show on receipts.

# Reimbursement of Expenses Paid By Traveler

**This section is to be filled out after the travel has taken place, with the original receipts attached.** This should be submitted to CAP Office (GSA Mailbox) within 10 days, **after 60 days** from the return date of travel, the reimbursement becomes **taxable income**.

The original receipt must show the payment method, and the travelers name. **DO NOT SEND bank statements UNLESS the receipt does not show proof of payment.**

**Air Transportation:** An original receipt showing traveler's name and payment must be provided. If the airfare receipt shows more than one name, the one requesting payment must show proof of payment. Air coach rate is a reimbursable expense, ***First class and special seating (upgraded seats) charges or airfare insurance are NOT reimbursable expenses, Spousal/family travel will not be reimbursed.*** Baggage receipts are included here.

**Bus/rail:** An original receipt is required for both, rail will be reimbursed at coach only, not business.

**Mileage:** Individuals will be reimbursed 54.5 cents per mile when their round trip is under 100 miles. If their round trip exceeds 100 miles they will be reimbursed 33 cents per mile. \*Rates are subject to change.

## Rental Car/Taxi Guidelines

- ❑ A traveler must use the state contract vendors, Hertz, Enterprise and National Car Rental. Uber is considered a Taxi.
- ❑ Accounts Payable cannot reimburse anyone from an estimation receipt, we must have the itemized final receipt.
- ❑ You can get reimbursed for gas while renting a car, **with a pump receipt, NOT a Credit Card statement.** You can **NOT** get mileage reimbursed if you rent a car.
- ❑ Rental car insurance is not reimbursable, all UNCG employees are covered while on state business.
- ❑ Any upgrades will be reviewed by Accounts Payable.
- ❑ If the traveler does not have a receipt for a taxi they can receive \$5 each way (\$10) ONLY FOR BUSINESS PURPOSES

# Subsistence

**Hotel:** If you use Hotel.com or any other agency for reservations, the State Auditors require a copy of the lodging receipt (YOU MUST CALL THE HOTEL AND GET SOMETHING FROM THEM). Accounts Payable needs to see the traveler stayed there on those dates.

- ❑ An original receipt showing a “0” balance must be provided.
- ❑ Internet, parking and telephone must be separated from the total hotel charges and put on the “other” line. Accounts Payable does not reimburse meals, water, movies or upgrades.
- ❑ If the name on the lodging receipt is different than the traveler’s name, the traveler must provide proof of payment (credit card statement).
- ❑ UNCG can not be charged NC sales tax from a lodging establishment, please make sure to notify them while making the reservations. If NC sales tax is charged on the PCard the department will be responsible for getting that refund from the hotel.

# Third Party Lodging

If a traveler rents an apartment or house from the owner of the establishment and does not go through Airbnb, hotels.com, etc. anything that is not a hotel/motel, they must fill out a Third Party Lodging form prior to the travel and have it approved by the controller: Randy Bennett. The form can be found ([here](#))



## PRE-APPROVAL THIRD PARTY LODGING

Reimbursement for lodging in a non-commercial establishment that is being rented out by a third party is **not allowed** unless approved by the Department Head or Designee and Controller in advance of the travel. Requests for third party lodging must provide evidence of savings to the University. Travelers must provide details regarding arrangement, including 1) amount to be charged, 2) length of stay, 3) leasing information. A signed rental agreement must be presented to be considered for reimbursement (Section 5.1.8 Third Party Lodging, State Budget Manual).

Contact's Name	Contact's Email	Business Purpose of Travel
Traveler's Name(s)*	# of Occupants <input type="text"/>	
	# of Nights** <input type="text"/>	**Requests cannot be submitted for more than 365 nights.
*Attach list of additional traveler's names if needed.		
Dates of Travel to	Destination of Business Travel	
Amount to be Reimbursed <sup>1</sup>	If this is for non-employee travel, including students, explain the benefit to University.	
Fund to Charge		
Estimated Daily Rate/Person <sup>2</sup>		

To calculate the Estimated Daily Rate, use the following formula:  
**Total lodging amount ÷ (# of occupants x # of nights) =**

- Does the daily rate exceed the State approved daily rate? [State Rates](#)
  - NO → Please submit this form along with a copy of the lease agreement.
  - YES → Go to question 2.
- Does the daily rate exceed standard mid-range hotel rates in the area?
  - NO → Please submit this form along with a copy of the lease agreement and the nightly rate of three standard mid-range hotels in the vicinity of the travel destination.
  - YES → Go to question 3.
- Since your request does not show a cost savings, what extenuating circumstances support the request?

**Attestation by Lessee**  
 By signing below, I attest that I, nor any member of my family, do not own or have interest in the requested lodging. For the purpose of this attestation, family includes brothers, sisters (whole or half-blood), spouse, ancestors and lineal descendants, a family member of the employee's brother, sister (whole or half-blood), spouse, ancestor or lineal descendant. A third party lodging lease agreement with other entities in which an employee or a family has an interest is also prohibited.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Head or Designee Approval**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Controller's Approval**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Questions? Contact Travel at:**  
[travel@uncg.edu](mailto:travel@uncg.edu)

**Rental Agreement Attached**

<sup>1</sup> If the agreement calls for payment to a foreign currency, **do not convert to USD**. List the cost as stated on the lease (i.e. CZX 8,800). Approval will be determined based on exchange rate at the time of approval. If total requested reimbursement amount does not match the lease, please provide an explanation.

<sup>2</sup> If the unit is shared by several individuals, split cost evenly (or pro-rate if lengths of stay vary).

# Meals

**Breakfast:** You must depart by 6:00 AM or before to receive reimbursement.

**Lunch:** You can never receive lunch on a one day trip; you must leave at noon or before, on an overnight stay; and must return after 2:00 PM on an overnight stay.

**Dinner:** You must leave by 5:00 PM or before; you must return at 8:00 PM or after. (You extend the work day by 3 hours)

- ❑ Accounts Payable does not need receipts for meal reimbursement, the traveler only gets per diem rates:

\*Rates subject to change.

	In-State	Out of State
Breakfast	\$ 8.40	\$ 8.40
Lunch	\$ 11.00	\$ 11.00
Dinner	\$ 18.90	\$ 21.60

# Registration

- ❑ An original receipt showing the traveler's name and payment method must be provided.
- ❑ An agenda that **shows dates and times of the conference** must be provided.
- ❑ The traveler does not get per diem for the meals provided at a conference, except if they provide continental breakfast the traveler can get per diem for breakfast.
- ❑ A traveler is allowed one day before the conference dates and one day after, if there are pre-conference or other business reasons for an extension please provide all information. All expenses not associated with the travel dates will be deducted.

# Other

- ❑ This line is for gas, telephone/ parking and internet charges etc.
- ❑ If you use other and have multiple amounts please fill out the “other expenses itemized” on the second page of the TRV-1 form.

Other: ***X Required text***

# Wrap up

*Make sure your bank account information is updated in genie, this will ensure your reimbursement goes to the correct place.*

*Taxi:* Have original receipt, Uber is reimbursable, without receipt you get \$10.00

*Train:* Coach rate is reimbursable

If a department pays using a University P-Card, the TXN number and receipt must be attached to the travel form.

*Rental Car:* Gas is reimbursable but not mileage, must use contracted vendors- Hertz, Enterprise, National Car Rental.

*Mileage Reimbursement:* 100 Miles per day, 3/24-3/27 (4 days) 650 miles- 400 @ 53.5; 250 @ .17 3/25 (day trip) 250 Miles- 100 @ 53.5; 150 @ 017

*60 Days:* Travel forms turned in after 60 days of travel return date will be taxable income to the traveler. That amount will appear on their w2 or 1099. (also if it's over \$600 it will be taxable)

*Air Travel:* Must have original receipt, NOT CONFIRMATION, No insurance allowed out of state or country. More than one name on receipt, one requesting reimbursement must provide credit card statement with their name printed on it.

*Non Resident Alien (NRA) Status:* P-card cannot be used for NRA status, All NRA documentation must be provided along with travel form, Front and back of forms must be filled out, Current, up to date info must be provided, All non employee legal permanent residents must provide a copy of their green card (form I-551), Complete all sections, Contact TC Nordan 4-5748 or John Kirkman 4-5180.