### The University of North Carolina at Greensboro

**Travel Authorization/Expense Report**

**TRAVEL AUTHORIZATION**

<table>
<thead>
<tr>
<th>Traveler’s Name:</th>
<th>Univ. ID#:</th>
<th>UNC Employee?</th>
<th>Contact Tel. No:</th>
<th>Date Filed:</th>
</tr>
</thead>
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</tbody>
</table>

**Address:**

- [ ] Official State Business
- [ ] Academic Credit
- [ ] OR
- [ ] Student Activity

**Citizenship status:** Choose one

- [ ] US Citizen
- [ ] Legal Permanent Resident
- [ ] Resident - Attach Form I-551
- [ ] Non-Resident Alien - Attach NRA001 w/req docs

**Destination:**

- Description:

**Leave Date:**

- AM

**Return Date:**

- Time Returned: AM

**Estimated Cost of Trip:**

**I have read and understand the University Travel Policies.**

**TRV-1 Form Completed by:**

- Print Name
- Tel. No

**Under penalties of perjury I certify this is a true and accurate statement of my citizenship and of the lodging, expenses and allowances incurred in the services of the State.**

**TRV-1 Form Completed by:**

- Print Name
- Tel. No

**Basic Procedure for Completing TRV-1, Travel Authorization/Expense Report**

If no travel advance loan or vendor payments are required:

### UNC DIRECT PAYMENTS TO VENDOR(S) THRU A/P

<table>
<thead>
<tr>
<th>COA</th>
<th>Index/Fund Number(s)</th>
<th>Fund</th>
<th>Initials</th>
<th>Vendor Name(s)</th>
<th>Amount(s)</th>
<th>Acct Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td></td>
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</tbody>
</table>

**Attachments:**

- Original invoices

### REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCard

#### Transportation:

- Air (attach receipt)
- Bus/Rail (attach receipt)
- Rental Car / Taxi (attach receipt)

#### Mileage - Select Only One: (Unless using travel log)

- Total Mileage
- Total Mileage x 56¢
- Total Mileage x 30¢ (for use w/ car allowance only)

#### Subsistence:

- Hotel
- Breakfast
- Lunch
- Dinner

#### Registration (attach receipt/proof of payment)

- Total Meals

#### Other (attach explanation or use back of form)

- Total Travel Expenses to be Reimbursed

### PCard Not Used - Fund Initials

- Comments:

#### Entertainment (Attach receipt on reverse side. Describe who was entertained & business purposes of entertainment)

- Non-State Fund to Charge for Entertainment
- Entertainment - Fund Holder's Initials

#### Total Due Traveler/(UNC/G)

- Less Travel Advance Loan Received:

**I have examined this reimbursement request and certify that it is just, necessary and reasonable, and in compliance with University policies.**
For travel involving an overnight stay, it is required that the traveler complete the TRAVEL AUTHORIZATION section of the form and obtain the proper approval(s) before the travel is to take place, even if no travel advance loan is requested. Retain this signed form until completion of travel.

The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD section must be completed by the traveler upon completion of the trip and submitted to Accounting Services no more than 10 business days after the travel is complete.

If a travel advance loan or vendor payments are required:

• The TRAVEL AUTHORIZATION, FUND NUMBER and AMOUNT OF ADVANCE and UNCG DIRECT PAYMENTS TO VENDOR(S) THRU AP sections must be completed. Please note that some registrations are due well in advance of the beginning of a conference. A copy of the form is to be sent to Accounts Payable at least 10 business days prior to travel, or 10 business days prior to any registration deadline, whichever is earliest.

• The REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD section must be completed by the traveler upon completion of the trip and submitted to Accounting Services no more than 10 business days after the travel is complete.

Completing the TRAVEL AUTHORIZATION SECTION:

• Check the appropriate box for reason for travel. (Official State Business occurs when a University 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 University’s request. Academic Credit and Student Activity are for student use only.) For student travel authorized to be paid from state funds (see Travel Policy 8), advance approval of the Dean is required. Enter Description of reason for trip.

• If the travel is for a Non-Resident Alien, complete and attach a NRA001 form with required documentation. Legal residents must attach copy of Form I-551 (green card). If a tax treaty is claimed to exempt withholding taxes, call Accounts Payable for an IRS 8233 form. Only certain visa types are eligible to receive the benefit of the University paid travel.

• The worksheet below is to assist in the ‘Estimated Cost of Trip’ box. The ‘Estimated Cost of Trip’ should only be for amounts to be reimbursed by the University.

<table>
<thead>
<tr>
<th>Transportation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Air/Bus/Rail</td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
</tr>
<tr>
<td>Subsistence:</td>
<td></td>
</tr>
<tr>
<td>Hotel nights @</td>
<td></td>
</tr>
<tr>
<td>Meals days @</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total Expenses:</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Completing the UNCG DIRECT PAYMENTS TO VENDOR(S) THRU A/P section:

• If advance payment of airfare, registration, or other charges is required, complete the necessary items in this section and attach the appropriate invoices for payment. Send a copy of the partially completed form to Accounting Services for processing. The original should be kept by the traveler for completion at the end of the travel.

Completing the REIMBURSEMENT OF EXPENSES PAID BY TRAVELER or CHARGED TO PCARD section:

• Complete the transportation, lodging, registration and other expenses (ex: gas, parking, tolls, phone, etc.) of this form showing actual expenses. Fill in the amounts to be paid in the Reimbursable Amounts column and select the appropriate account code. Attach original receipts.

• Any ‘other’ expenses must either have an attached explanation/receipts or the explanation may be written in the Other Expenses section.

• List the six-digit fund(s) to be charged for the travel expense. Fill in amounts reimbursed. If the Supervisor’s Signature at the bottom of the form is not the same as the fund holder for any six-digit fund listed, the fund holder must initial beside the fund number.

• Any entertainment expenses must be explained as to who was entertained and the business purpose of the entertainment, and itemized receipts must be attached. These expenses may not be charged against a state fund (11xxxx).

• Reconcile any amount due the traveler/amount due UNCG at the bottom of the section. If an amount is due UNCG, the amount should be in parenthesis and a check attached for the amount due. DO NOT SEND CASH. Make check payable to UNCG.

• Fill in the TXN number(s) and amounts beside each transaction in the Pcard column. Attach copies of the Pcard travel receipts.

• Write the fund number and account number on the PCard receipts showing where the PCard expenses were charged.

• Any one time payments to purchase air transportation, hotel, registration or other should be submitted to Accounts Payable showing in the TXN number in the PCard column on the TRV-1. If PCard was not used, fund holder must place initials in box.

• Print name and date of person completing TRV-1 form.

• The completed form should be signed by the traveler and his/her supervisor and sent (with check if applicable) to ACCOUNTS PAYABLE, 821 S. Josephine Boyd St.
Instructions to Complete TRV-1 Form

All items must be completed by the department liaison or traveler.

If the traveler is a non-resident alien, attach NRA001 form with required documentation. Attach Form I-551 for Legal Permanent Resident.

TRAVEL AUTHORIZATION SECTION

TRAVELER'S NAME:
Enter traveler's name.

UNIVERSITY ID NUMBER:
Enter traveler's University identification number.

UNCG EMPLOYEE:
Check appropriate box.

TELEPHONE NUMBER:
Enter the contact person's telephone number.

DATED FILED:
Enter date travel authorization is prepared.

ADDRESS:
Employee - enter campus address.
Non-Employee - enter home address.

ARE YOU A STUDENT?:
Check appropriate box.

CITIZENSHIP STATUS:
Check appropriate box.

DESTINATION:
Enter traveler's destination.

DESCRIPTION:
Check appropriate reason for travel. Enter brief description of travel. May abbreviate.

ESTIMATED COST OF TRIP:
Fill in estimated cost of trip not exceeding the expected reimbursement. Use worksheet on second page of TRV-1 Form for assistance.

PERIOD COVERED BY THIS VOUCHER:
Enter the begin and end dates and times of the proposed travel.

TRAVEL ADVANCE LOAN:
Enter fund number and loan amount of advance. (Only complete if requesting advance loan.)

TRAVELER'S SIGNATURE:
Traveler's signature and date signed.

SUPERVISOR'S/DEAN'S SIGNATURE:
Supervisor's or Dean's signature and date signed.

UNCG DIRECT PAYMENTS TO VENDOR(S) THRU A/P SECTION

INDEX/FUND NUMBER(S):
Enter six digit fund number for each vendor payment. Fund Holder must initial each line.
VENDOR NAME(S):
Enter vendor name for each vendor on appropriate line - airfare, hotel and/or registration.

AMOUNT(S):
Enter amounts for each vendor payment.

ACCOUNT CODE(S):
Enter account codes for each vendor payment.

REIMBURSEMENT OF EXPENSES PAID BY TRAVELER OR CHARGED TO PCARD SECTION:

TRANSPORTATION:
Enter amount for transportation used. Enter TXN No. and Pcard Amount if Pcard was used to pay for transportation.

MILEAGE:
Enter total miles and total days traveled to compute average to determine appropriate mileage rate.
Enter Total Mileage based on miles per day.

SUBSISTENCE:

Hotel:
Enter number of nights for hotel if appropriate. Enter TXN No. and Pcard Amount if Pcard was used to pay for hotel.

Meals:
Enter breakfast, lunch, and/or dinner meals and select appropriate in-state or out-of-state rate.

Registration:
Enter amount paid for registration. Enter TXN No. and Pcard Amount if Pcard was used to pay for registration.

Other:
Enter amounts of other items paid. Enter TXN No. and Pcard Amount if Pcard was used to for any other items.

ENTERTAINMENT:
Enter amount paid for entertainment. Fund Holder's must initial were appropriate.

LESS TRAVEL ADVANCE:
Enter travel advanced received if any.

TOTAL DUE TO TRAVELER/UNCG:
Enter amount if using uncalculated TRV-1 form.

TRAVELER'S SIGNATURE:
Traveler's signature and date signed.

SUPERVISOR'S/DEAN'S SIGNATURE:
Supervisor's or Dean's signature and date signed.