1301.2 – University of North Carolina at Chapel Hill Procedure on Reimbursing Student, Non-Employee Travel

Related Policies

1301 – University of North Carolina at Chapel Hill Policy on University Business Travel

Procedure Sections

Procedure Statement
Forms and Instructions
Related Data
History

Responsible University Officer
Director of Accounts Payable and Travel Services

Responsible Unit
Accounts Payable and Travel Services

Procedure Statement

University students who are not employed by the University cannot be reimbursed for travel expenses unless the travel is for official state business. The department’s dean, director or department head must certify this to be the case, and the signed Student, Non-Employee Travel Agreement form must be attached to the travel reimbursement for the expenses to be reimbursed to the student.

Student Travel can charge on P-Card by Request.

Forms and Instructions

- 1301.2.1f – Student, Non-Employee Travel Agreement
Related Data

OSBM Budget Manual, Section 5.7

History

Revised:
June 9, 2018 Added student travel charges on P-Card as option.
March 29, 2011


Attachments:

1301.2.1f - Student Non-Employee Travel Agreement

Approval Signatures

<table>
<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication by Office of Ethics and Policy</td>
<td>Matthew Teal: University Program Specialist</td>
<td>8/3/2018</td>
</tr>
<tr>
<td>Finance Communications Office</td>
<td>Janet Kelly-Scholle: Associate Director</td>
<td>7/23/2018</td>
</tr>
<tr>
<td>Issuing Officer</td>
<td>Janet Rupert: Director, Accounts Payable &amp; Travel Svcs</td>
<td>7/11/2018</td>
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Applicability

The University of North Carolina at Chapel Hill