



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

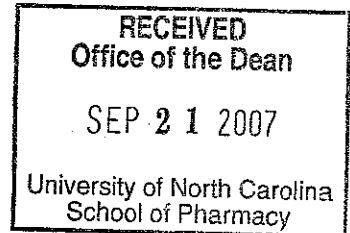
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MEMORANDUM

DATE: September 19, 2007
TO: Deans, Directors, and Department Chairs
FROM: Martha J. Pendergrass *MJP*
Director, Material & Disbursement Services
SUBJECT: Revised State Travel Regulations



The Office of State Budget and Management recently revised the State Budget Manual effective July 1, 2007. This memorandum highlights the changes to the travel rules and regulations.

General Requirements

Employees are now required to file travel reimbursement requests within 30 days from the last day of travel. This new requirement is applicable to all University fund sources.

Use of Private Vehicles

Transportation by personal vehicle is now allowed at the business standard rate of 48.5 cents per mile for all state business travel when the round trip does not exceed 100 miles or when a state-owned vehicle is not available. If the employee chooses to use a personal vehicle when a State-owned vehicle is available, the employee will be reimbursed 25 cents per mile. Prior to this change, the reimbursement was allowed at the business standard rate when travel was within a 30-mile radius of the duty station or when a state-owned vehicle was not available.

External Conferences (Conference Sponsored by University Department)

The regulation covering conferences sponsored by the University has been changed to allow departments to cover the meal costs of State employees that are provided as part of a University sponsored conference even though there is no overnight travel. Prior to this change, conference meals were only allowable if a conference registration fee was charged, as is the case with most overnight conference travel. This change, however, is effective only for meals costs paid from sources that have a documented provision attached to those funds that allow for conference meals. The State employee may not request reimbursement for the meal.

A new regulation prohibits the use of registration fees from a University sponsored conference for the purchase of entertainment, alcoholic beverages, setups, flowers, or promotional (gift) items. This restriction applies only to State funds.

External Conferences, Internal Conferences, and Internal Training Sessions

The maximum rate for providing refreshments for "coffee breaks", provided there are twenty or more participants, was increased from \$4.00 to \$4.50 per participant per day.

*cc Div Chairs
Black Joyner
Pitt Thakke
Ray Almond*