

Policy 50.2: Travel Funded by Sponsored Awards

<i>Effective Date:</i>	July 1, 2012
<i>Last Updated:</i>	September 11, 2024
<i>Responsible Office:</i>	Office of Sponsored Projects Administration (OSPA)
<i>Contact:</i>	Post Award Management

Reason for Policy

This policy provides guidance on university practices, as well as federal regulations for travel that is to be reimbursed from sponsored funds.

Policy Statement

Reimbursement of travel expenses is based on the allowability of the expenditure as determined by the terms and conditions of the award. Federal travel regulations apply to federal funds, and all travel reimbursements are subject to the State of North Carolina Office of Budget and Management and UNC Charlotte travel policies.

Procedures

Travel for official university business, regardless of funding source, should be processed under the University's accountable plan on the appropriate travel forms, consistent with the requirements of the [Travel Policy Manual](#).

Travel Authorizations

Any travel to be reimbursed from a sponsored fund must be approved by OSPA **PRIOR** to incurring expenses. Upon approval of the [Travel Authorization Forms](#), OSPA will return the original form to the requester/department or forward the original to the Travel Office if prepayments, voucher codes or advances are requested. No travel will be authorized if the travel dates fall after the project end date.

Travel Reimbursements

When a sponsored fund is used for reimbursement, the Travel Reimbursement Form should be forwarded to OSPA for review and approval of all expenses. After approval, OSPA will forward the form to the Travel Office for final processing. Travel expenses charged to sponsored funds are generally considered allowable if they a) are authorized prior to travel, b) are in direct relation to the support of the project, and c) occur during the project period of performance. However, it is always recommended that a traveler check his or her specific award for travel restrictions prior to making travel arrangements.

When a student travels on sponsored research funds it is considered University business and should be reimbursed via the Travel Reimbursement Form. The PI must sign the travel forms certifying that the student was on official sponsored program or other university business and that the travel expenses are allowable to the fund source.

Reimbursement for Local Mileage and Parking

Any trips of less than 100 miles roundtrip are considered **local travel**. Personal vehicles must be used, and reimbursement will be made at the current rate. No Motor Fleet vehicle denial will be needed. For project personnel traveling to multiple sites, the University will serve as the start and end point (or home address can be used if distance is less). A [Mileage Reimbursement Form](#) must be approved by GCA before it is submitted to the Travel Office. If traveling outside the Charlotte metro area, a mileage indicator map must be attached to the Mileage Reimbursement Form.

Reimbursement for Out-of-Town Mileage and Parking

Project-related trips outside the 100-mile roundtrip radius will follow the University's accountable plan for mileage reimbursement. A Mileage Reimbursement Form must be approved by GCA before it is submitted to the Travel Office.

Foreign Travel *Per Diem*

Based on Section 5.1.17 of the [North Carolina Budget Manual](#), federal per diem rates *may* apply for meals when a University employee is traveling abroad. A list of federal per diem rates by country can be found on the US Department of State's [website](#). A legible copy of documentation supporting the federal per diem rate claimed must accompany all reimbursement requests.

Fly America Act

The Fly America Act applies to all University travel funded by the federal government.

Exclusions/Exceptions

None.

Failure to Comply

Failure to submit a proper travel authorization and /or reimbursement or follow proper procedures could result in non-reimbursement or reimbursement at a lesser rate.

Related Information

[UNC Charlotte Travel Policy Manual](#)

[Fly America Act](#)

[Federal per diem rates](#)

[UNC Charlotte travel forms](#)

[Currency Conversions](#)

[Open Skies Agreements](#)