

Department of Psychology and Neuroscience
 UNC Chapel Hill
 235 E. Cameron Drive | CB #3270
 Chapel Hill, NC 27599-3270
 (919) 843-8985

TRAVEL FORM

Name: _____

Address: _____

PID: _____

Purpose of Trip: _____

Destination: _____

Travel Period: _____ to _____

Personal Vacation: _____

A&S Travel Funds: _____

Reimbursement Request: _____

Advance Request: _____

Expenses Paid by Another Organization: _____

Account to charge: _____

Signature: _____

Estimated Cost		Amount
Subsistence – Meals:	_____ days at \$38.30/day (in-state) or \$41.00/day (out-of-state)	
Subsistence – Room:	_____ days \$ _____ per night	
Transportation – Airfare:		
Transportation – Mileage:	(54.5¢/mile if ≤ 100 miles total; 33¢/mile if > 100 miles)	
Transportation – Rental Car:	_____ days \$ _____ per day – justification required	
CABS – Airfare:		
Registration Fees:		
Other:		
Total Estimated Cost		

Travel Reimbursement – complete after travel

DAY DEPARTURE/ ARRIVAL TIME	TRANSPORTATION <i>Incl. mileage, cab fare, rental car, parking</i>	FOOD <i>Check all that apply. In-state rates listed.</i>	ROOM	OTHER <i>Internet, baggage fee</i>
Date: _____ Time: _____		Breakfast \$8.40: Lunch \$11.00: Dinner \$18.90:		
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Special Situations

- When two or more persons travel together, it is necessary for each person to submit a separate reimbursement request.
- Partial day per diem permitted for breakfast only if departure is before 6:00 a.m., for lunch if departure is before noon or return after 2:00 p.m., and for dinner if departure is before 5:00 p.m. or return is after 8:00 p.m. Out-of-state dinner per diem rate is \$21.60.
- Lodging at a non-commercial establishment (e.g., Airbnb) requires advance approval by the Office of State Budget and Management.
- Business class is permitted only for international flights.

PLEASE RETURN FORM TO PROGRAM COORDINATOR