

School of Government
 UNC Chapel Hill
 400 South Road | CB #3330
 Chapel Hill, NC 27599-3330
 (919) 962-2469

TRAVEL FORM

Name: _____

Address: _____

PID: _____

Destination(s): _____

Program Code / Course: _____

Project ID (if applicable): _____

Purpose of Trip: _____

Travel Reimbursement – complete after travel

DAY DEPARTURE/ARRIVAL TIME	TRANSPORTATION <i>(miles per day, cab fare, rental car, parking, airfare)</i>	FOOD <i>Check all that apply</i>	HOTEL ROOM COST <i>(total of hotel bill / days)</i>	OTHER <i>(Internet, baggage fee)</i>
Date: _____ Time: _____	Miles: Cab Fare: Rental Car: Parking: Airfare:	Breakfast: Lunch: Dinner:		
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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.
- Lodging at a non-commercial establishment (e.g., Airbnb) requires advance approval by Central Office. The approval form can be found here: [Third-Party Lodging Form](#)
- If you traveled to multiple destinations during one trip, please submit that entire trip as one travel reimbursement.

PLEASE SUBMIT FORM INTO TICKETING SYSTEM