

Health Behavior Business Forms Hints and Tips

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Cash Advance

<https://financepolicy.unc.edu/policy-procedure/307-cash-advance/307-1-requesting-reconciling-and-settling-cash-advance/>

- Used for study-subject disbursements, as well as advances to project leaders for purchases in foreign countries where reimbursements are more difficult.
- Recipients can put the extra cash in their office safe or set up an account/safe deposit box in their name (not Health Behavior's) at the credit union.
 - The HB business office is unable to store cash.
- Remaining funds left over need to be repaid by a personal check made out to UNC-CH.
- Original receipts must be turned over to the accounting technician.
- Cash advances are unlimited at the department level, but if using a grant, OSR allows no more than 2 to be open at a time.

To begin a cash advance request:

- Complete the Application for Advancement of Institutional Trust Funds form
 - <https://financepolicy.unc.edu/files/2014/11/307-1-1f-Application-for-Advancement-Funds.pdf>
- Complete the Request for Advance for Purchase of Gift Cards form, if applicable
 - https://financepolicy.unc.edu/307_1_3f
- Complete the Cash Advance Agreement, signed by the employee in whose name the cash advance will be issued, and the date the receipts are due to be returned to Accounting Services for the settlement of the advance.
 - https://financepolicy.unc.edu/307_1_2f
 - HB department retains the original Cash Advance Agreement for records. A copy of the Cash Advance Agreement is available for the employee.
 - The Cash Advance Agreement includes a provision to allow the total amount of the advance to be deducted from the employee's pay if the settlement is not completed on the agreed date.
- Please bring the completed forms to the HB Accounting Technician in Rosenau 302E. The paid original receipts will also need to be brought to the Accounting Technician for reconciling, with the exception of approved UNC IRB studies to protect recipients' confidential identities.
- If the original amount advanced is exceeded, a reimbursement will be made to the employee for any personal funds which they had to expend.

Travel

- UNC strongly encourages employees to arrange for airfare and conference registration through the university prior to their trip, rather than the employee purchasing it themselves and seeking reimbursement.
 - Travel arrangements made by an employee will not be reimbursed until **after** the employee has returned from the trip.
- When submitting for reimbursement, please indicate the purpose of your travel, e.g. research collection, attended APHA conference, etc., as well as the dates and times of your departure and return home as these have bearing on your per diem reimbursements.
- Please indicate the destination when seeking reimbursement for a taxi/Uber, e.g. to conference, airport, hotel.
- Students, faculty, and staff who are **traveling abroad** on UNC-related business or programs are required to register their trip in the university's Global Travel Registry. <https://global.unc.edu/travel-info/global-travel-registry/>
- To be reimbursed for travel, an individual must already be set up for direct deposit in the vendor (not payroll) system.
- All signatures must be manually signed. If signed electronically, they must carry the Adobe authorization. Forms signed electronically without the authorization will be rejected by the central office.

- **Mileage**

- Although not required, it is UNC's preference that employees utilize a rental car from Enterprise instead of driving their personal vehicle, when possible. Rentals are made through EHIDirect.com
 - <https://finance.unc.edu/news/2017/10/25/new-enterprise-rent-car-vehicle-reservation-system/>
- Mileage in a personal vehicle is calculated by the university as the distance from either your duty station (UNC) or your home, whichever location is physically closest to the destination, **not** where the traveler originates the travel. I.e., if you live in Raleigh and attend a conference in Raleigh, the mileage is not to be calculated from Chapel Hill to Raleigh and back, but is from your home to the conference and then to Chapel Hill if you return to your duty station afterwards.
- Mileage reimbursement is based on the rates set by the IRS.
 - <https://financepolicy.unc.edu/policy-procedure/1310-transportation-expenses/>
Expenses for travel on official business by employees of the University are reimbursed at the following rates as set forth by legislation: Effective **Jan. 1, 2017**, the allowable business standard mileage rate is **53.5 cents/mile for the first 100 miles per day of travel, and 17 cents/mile for each additional mile thereafter.**

- Mileage reimbursement is allowed for driving to and from the **airport** but only for **18 miles each way**, and must be calculated from either your duty station or home, including on weekends, per whichever is closer to the airport.
- If the travel site is **less than 35 miles** from your duty station (UNC) or home - whichever is closer to the travel site, even if you are not working on the day of travel - you will not be able to be reimbursed for meals or lodging.

- **Hotels**

- Hotel receipts should show paid in full. Room service is not reimbursable if employee is receiving per diem. Alcohol is never reimbursable.
- Tips are reimbursable if they are reasonable and not excessive. 15-20% is reasonable.
- If staying in a non-traditional hotel such as an **Airbnb** or short-term apartment rental, a non-hotel lodging authorization request must be submitted and approved **prior** to your trip.
 - https://financepolicy.unc.edu/files/2012/04/1305_1_1f-Non-Hotel-Lodging-Authorization-Request1.pdf

- **Foreign currency**

- If the traveler has made purchases in foreign currency, please provide a credit card statement showing the exchange amount charged in US dollars, otherwise the reimbursement will be based on the currency converter website www.oanda.com which can be a few dollars different than what the credit card/bank statement is showing the traveler.

- **Students**

- Students who travel but who are not also classified as UNC employees cannot be reimbursed for travel expenses unless the travel is for official state business.
 - <https://financepolicy.unc.edu/policy-procedure/1301-university-business-travel/1301-2-reimbursing-student-non-employee-travel/>
- 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.
 - https://financepolicy.unc.edu/files/2013/11/1301_2_1f-Student-Non-Employee-Travel-Agreement.pdf

Vouchers

- Please sign and date your receipts. If you paid in cash, write on the invoice that this was the payment method. This is to provide verification that payment was made by the employee being reimbursed and prevent delays in approvals.
- For meetings consisting of groups of 8 or fewer individuals, a list of attendees must be submitted with the receipt. For all meetings where food supplies are being reimbursed, the purpose of the meeting must also be provided.
- The faculty member in charge of the meeting must sign off on all expenses prior to submitting for reimbursement.

- **Purchases by students**

- Students **must** have their faculty member's written okay to make purchases, whether the student pays for the purchase themselves and seeks reimbursement at a later date, or if the vendor submits an invoice to the department for the purchase. An alternative is to have the faculty member make the purchase for the student or student organization.

Independent Contractors

- ICs are individuals who are not considered corporations for tax purposes and who will be doing a service for UNC for which they will be compensated financially. This includes honorariums.
- Please have the individual fill out the IC checklist and W-9 form **prior** to beginning work with UNC.
- Individuals cannot be paid until they have been approved as Independent Contractors.
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Outside Party-Individual

https://financepolicy.unc.edu/files/2014/12/1218_1_1f-Outside-Party-Individual-Certification.pdf

- Individuals who will not be paid for a service rendered to UNC and who are not affiliated with UNC (not an employee, student, faculty, temporary worker).
 - They can render a service and still be classified as an Outside Party-Individual **if** they are only reimbursed for **travel-related** expenses and not otherwise paid.
- Must be submitted the OPI form and W-9 form before being set up in Connect Carolina.

- Can be recipients of a stipend, award, or prize.
- Participant in a research study. These individuals must be set up OPI vendors for tax purposes as research study payments can be taxable.
- Rental payments to Lessor.
- Payments to an attorney or for legal settlements against UNC.

Foreign Vendors

- Individuals who do not have a US social security number.
- Please contact the foreign vendor coordinator at vendor_coordinator@unc.edu

Did we miss anything? Looking for a form but can't find it?

<https://financepolicy.unc.edu/form/>