Travel and Reimbursement Overview for
Guests, Independent Contractors (IC), and Outside Party Individuals (OPI)

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Setting up External Advisory Board (EAB) members

EAB members are treated as **Independent Contractors** **(IC)**, and require the following paperwork:

1. W9
2. Direct Deposit Form and a copy of a voided check or letter from the bank confirming account details
3. IC Checklist
   - Note: Estimated Expenses correspond to reimbursable expenses (travel, lodging, food), not the same as the Service Fee (honorarium/total cost of work).
4. IC Services Agreement (includes Statement of Work "SOW")
5. Background Check
   - Work with your HR rep to initiate this process (send an email with the CFS and the IC's email address)
   - We can request a waiver to the background check **IF:**
     - The assignment is ten (10) or less calendar days without any continuous relationship and involves supervised access to sensitive populations or sensitive facilities.
     - The contractor will perform the assignment in his/her own facilities, has no access to confidential or protected records or data, and has no direct contact with sensitive populations the duration of the engagement.
       - Sensitive populations are defined to be individuals less than 18 years of age, patients receiving care in any clinical setting, or other individuals deemed to require enhanced supervision or protection based on university practice or State or Federal law. Sensitive facilities are University facilities that require special clearance or background checks for access as well as confidential or protected records.

Follow the directions in the Requesting Suppliers and Independent Contractor Guide.
- ConnectCarolina directions start on the bottom of page 14.
- We are required to submit a new IC request every year (cannot re-use previous IC#).

- If requesting a background check waiver, it's necessary to provide a document with the exclusion circumstance that apply for the waiver (attach with the IC paperwork).

Setting up Guests

Guests who will only be traveling and reimbursed for travel expenses (not services) are treated as an **Outside Party Individual** (OPI) and require the following paperwork:

Domestic Supplier/Vendor

1. W9
2. Direct Deposit Form and a copy of a voided check or letter from the bank confirming account details
3. Outside Party – Individual Certification Form

Follow the directions in the Requesting Suppliers and Independent Contractor Guide (see page 13 to add a new supplier).
- To search for an existing supplier ID, see pg. 9.
- If the supplier already exists but requires a change, see the Requesting Changes to a Supplier Address & Payment Methods QRC.

Foreign Supplier/Vendor

To create a foreign vendor, contact the Vendor Coordinator at vendor_coordinator@unc.edu. Documents needed for creating or updating a foreign vendor are listed on the Guidelines for Vendor Documentation page:
1. Foreign Vendor Creation Form
2. IRS W-8BEN Form or IRSW-8BEN-E Form
3. Foreign Wire Setup Form

Booking Airfare

Travel for IC/OPI is booked via the WebTravel system with an accompanying email to WorldTravel Inc (the University's travel agency); overview of WebTravel.

1. Collect the traveler's information via this CABS travel request form.
2. Log into the WebTravel system via ConnectCarolina.
3. Follow the WebTravel manual (beginning on page 3) to create a new WebTravel request.
4. Once you save and submit the request for approval, email the World Travel, Inc (WTI) team the C# and travel details. WTI will enter the airfare request (from their end), you will receive an email to approve/decline the proposed itinerary, the WTI will complete ticketing, and email you and the traveler the confirmation.
   - See pgs. 9-11 of the WebTravel manual when entering the Chartfield string.
     - ➢ Note: When using contracts and grant funding (project ID#) the PC Business Unit (CHOSR) and PC Activity ID (1) will be required fields.

   Details to include in the email to: uncch_travel@worldtravelinc.com
   - Airfare request number C# (Cxxxxxx)
   - Department ID # (from the chartfield)
   - Flight details (airline, flight number, departure date, departure time, departure airport, destination airport, arrival time)
   - Traveler's Name (as listed on license/passport)
   - Traveler's email
   - Traveler's cellphone
   - PID/VID

- DOB
- Frequent Flyer # / Known Traveler Number (KTN) WebTravel Reference Guide
- If international travel, include a copy of the passport

Submitting Travel Reimbursement

All travel expenses must be submitted within 30 days of the date of travel.

1. Collect the traveler's reimbursement request via the UNC Travel Reimbursement Request Form (you will convert to PDF and upload as the invoice in ConnectCarolina).
   - Figure out the per-diem amounts; note the 75% rule on first and last day of travel.
   - The University does not reimburse Uber/Lyft cash/credits, only the amount the traveler paid via credit card/cash.
2. Log into ConnectCarolina > Finance WorkCenter > Campus Voucher Entry.
3. Follow the Process to Create a Campus Voucher QRC, pay close attention to the naming conventions.
   - Upload appropriate supporting documentation (see pg. 25)
   - If you are submitting a reimbursement for an IC, be sure to attach the IC email approval, IC checklist, and IC services agreement as supporting documentation.
   - If you are submitting reimbursement for a wire transfer, you will need to complete and upload the International Wire Transfer Form (703.1.1f).

Submitting Honorarium

Once the meeting wraps up, we can submit the request to pay the EAB's honorarium.

1. Log into ConnectCarolina > Finance WorkCenter > Campus Voucher Entry.
2. Follow the Process to Create a Campus Voucher QRC, pay close attention to the naming conventions.
   - Upload appropriate supporting documentation (see pg. 25) including the email from UNC to the EAB confirming the honorarium amount.

Email Templates

Sample verbiage to use when collecting required information:

External Advisory Board – IC Creation

I am assisting **xx** at UNC in terms of booking the travel to the **xx meeting** on **xx/xx/xx**, at the **xx** in Chapel Hill, NC. Full details and an agenda can be found at **xx**.

We need to get you set up in the UNC system so we can book your airfare. Can you please fill out the attached four forms:

1. W9
2. Direct Deposit
3. Independent Contractor Services Agreement: fill out name and sign page 5.
4. Independent Contractor Checklist: see questions 5, 6, and 7 in part C, Section 3, question 2 in section 4, sign section 5.

More info on required forms (W9 and ACH)

To book your travel via our Central Airfare Billing System, we need to set you up as a 'vendor' so that you are assigned a VID (vendor ID) – which requires the W9. In order for us to reimburse you for travel expenses (ground transportation, baggage fee, per-diem, etc.) we need to have the direct deposit information (including a scanned copy of the voided check or a letter from your bank/bank statement confirming account info) associated with your vendor ID.

Once we get you entered in the system as an independent contractor, we can work on booking your travel. Once the meeting wraps up, we can submit your honorarium and travel reimbursement.

Guests – OPI Creation

I am assisting **xx** at UNC in terms of booking the travel to the **xx meeting** on **xx/xx/xx**, at the **xx** in Chapel Hill, NC. Full details and an agenda can be found at **xx**.

We need to get you set up in the UNC system so we can book your airfare. Could you please fill out the attached W9 and Direct Deposit form? Once you are set up in our system, I will be back in touch to get the flights booked.

More info on required forms (W9 and ACH)
To book your travel via our Central Airfare Billing System, we need to set you up as a 'vendor' so that you are assigned a VID (vendor ID) – which requires the W9. In order for us to reimburse you for travel expenses (ground transportation, baggage fee, per-diem, etc.) we need to have the direct deposit information (including a scanned copy of the voided check or a letter from your bank/bank statement confirming account info) associated with your vendor ID.

I'll reach back out once you are set up in our system to book your travel. Below are the logistics to consider when selecting your preferred flights:

Travel Allowances, Mileage and Per Diem Rates
- UNC will book your hotel and airfare.
  - If you are close enough to drive (it would be more cost effective to drive than to fly) to the conference you will be reimbursed for mileage (as of 1/1/2024, the allowable IRS mileage rate is 67 cents per mile). Mileage reimbursements up to 350 miles (round-trip) are reimbursed at the full IRS rate. For trips which exceed 350 miles, mileage above the first 350 miles is reimbursed at fifty percent (50%) of the full rate.
- UNC will reimburse you for per-diem (meals and incidentals), ground transportation (e.g.: uber/lyft), airport parking, and bag check fee.
- Current per-diem rates for Chapel Hill, NC: breakfast $17, lunch $18, dinner $34, incidentals $5
  - Note: amount for the first and last day of travel is 75% of the total M&IE less the cost of the meal.
- If you plan to stay additional days (beyond the meeting dates), you will need to arrange payment directly with the hotel.

Post-Travel Reimbursement Request

Attached is the travel reimbursement request form – please submit with copies of receipts (you do not need to submit receipts for meals, as the University follows the GSA per-diem rate) along with the attached form to xxx (xx@unc.edu) within 30 days of the date of the meeting.

Reimbursement Reminder email

This is a friendly reminder to send me your reimbursement documents so I can get them processed – we need to do that within 30 days of the travel date (the deadline to submit is xx/xx/xx).