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| **Guest Travel Reimbursement Request** |  | **Date:** |  |
| *UNC Chapel Hill**Gillings School of Global Public Health* | **Name:** |  |
| **Email:** |  |
| **VID:** |  |
|  |  |  |

|  |  |
| --- | --- |
| **Travel Purpose:** |   |
| **Travel Dates:** |  |
| **Origin and Destination:** |  |

[**Travel Allowances, Mileage and Per Diem Rates**](https://finance.unc.edu/services/travel-allowances/)

* UNC will book your hotel and airfare.
	+ If you are close enough to drive (i.e.: 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).
* UNC will reimburse you for per-diem (meals and incidentals), ground transportation (e.g.: uber/lyft), airport parking, and bag check fee.
	+ Note: amount for the first and last day of travel is 75% of the total M&IE
	+ If meals are provided to the traveler on the first or last day of travel, the 75% calculation is taken first and then the full meal rate is deducted.
	+ Per diem reimbursement for a given day of travel will never be less than the incidental rate for that day, regardless of the calculations above.

**REIMBURSEMENT REQUEST**

*Please list the expenses you are seeking reimbursement for below.*

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| **Ground Transportation** |
| **Baggage Fee/s**List the dates, amounts, and include receipt/s. |  |
| **Parking**List the dates, amounts, purpose, and include receipts. |  |
| **Uber/Lyft/Taxi**List dates and amounts, purpose (e.g.: airport to hotel), and include receipt/s. |  |
| **Mileage on personal vehicle**List total miles, destination (to/from) and a screenshot of the trip (ex: Google maps) |  |
| **Per Diem (meals)** |
| UNC follows the [US GSA per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates), list the dates and meals you are seeking reimbursement for. |  |

Please email the completed document and your receipts to xNamex, xTitlex, for processing: xx@unc.edu.

**Funding Information:**

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| **Project/CFS:** |  | **PI/PD\*:** |  |