

Travel Requirements for Non-Employees and Students

1. Authorization to Travel

Travel by non-employees must be agreed to in advance by the traveler and the department head or designee as to services to be provided by the traveler and the travel expense commitment made by the department. This is accomplished by a personal service contract, e-mail or a letter explaining the service and commitment, or by using the Non-Employee Travel Authorization Form (AP104) available on the University Controller's website at <https://controller.ofa.ncsu.edu/forms/>. Students and non-resident aliens must use the AP104 for travel authorization purposes. When completing form AP104, the payee's vendor number should be provided. If no vendor number is available, please request a vendor number using the instructions provided on the Controller's Office website under [Vendor Center User's Guide](#).

2. Travel Reimbursements

Non-employees traveling on University business whose expenses are paid or reimbursed by the University are subject to the same travel policies as are university employees, including statutory subsistence allowances. Please refer to the Travel Requirements for University Employees for full policy details. The reimbursement request is made by using the Travel Center or, if a university travel advance was issued, the combined Non-Employee Travel Authorization (AP104) & Non-Employee Travel Advance and Reconciliation (AP105) Forms. The combined AP104 and AP105 are available for download from the University Controller's website at <https://controller.ofa.ncsu.edu/forms/> and must be completed using Microsoft excel version 2003 - 2007.

Travel expenses for members of a non-employee's family are not eligible to be paid from state funds. Non-employees who come to North Carolina from out-of-state will be paid subsistence allowances at the in-state rate.

3. Non-Resident Alien Travel

Non-employee travelers that are non-resident aliens must use form AP104 to obtain travel authorization. The non-resident alien must disclose their visa status on form AP104 and obtain email confirmation from Misty Wilson, the Controller's Office Tax Specialist, at mabaugue@ncsu.edu regarding whether the University can pay travel expenses for the traveler and whether such payments are taxable. The written confirmation from the Tax Specialist must be attached to the combined AP104 and AP105 when submitting the reimbursement claim to the Controller's Office for payment. Departments must ensure that this procedure is in place before authorizing travel and that the approved combined AP104 and AP105, the confirmation from the Tax Specialist.

4. Student Travel

Student travel expenses, while working as an employee of the state, are considered on official state business when traveling on behalf of their position and shall be paid from the same source of funds from which the employee is paid. Non-employee students at state institutions who travel on official state business are reimbursed from state funds consistent with payments for state employees. Nonemployee students who travel to fulfill a course requirement for academic credit and whose expenses are paid or reimbursed from state funds are subject to these regulations, including statutory allowances, to the same extent as are state employees. Funds that are specifically appropriated or legally directed for student travel, or premium tuition or special fees deposited into state funds that include a student travel component may be used for student travel expenses.

Approval for non-employee student travel to fulfill a course requirement for academic credit must have written prior approval from the Department Head. This is accomplished by completing form AP104 available on the University Controller's website at <https://controller.ofa.ncsu.edu/forms/>.

The purchase of food or beverage for students at higher educational institutions is not allowable unless the student is in overnight travel status. However, non-state funds may be used for these purposes if such funds have been established and authorized for such purposes.

5. Visitor Travel

Visitors, including foreign national visitors, may be paid travel expenses if the travel has been authorized prior to the expense. Travel expenses that are paid or reimbursed to visitors are subject to the same requirements as are university employees. Travel for foreign visitors that are non-resident aliens must be approved by the University Controller's Office Tax Specialist as discussed in 3 above "Reimbursements to Non-Resident Aliens".

When the visitor uses his/her personal funds or a university travel advance for reimbursable travel expenses, the travel reimbursement request or travel advance settlement should be processed as close to the date of departure from NC State University as possible. To ensure timely processing, the visitor/department may request reimbursement or settlement of a travel advance prior to the date of departure and include the expenses for any remaining day(s) of travel. The department should contact the University Controller's Office for immediate settlement of the visitor's travel advance and/or travel reimbursement. Any expenses claimed for the remaining day(s) must be supported with appropriate documentation and such documentation should be provided to the University Controller's Office as soon as possible. As provided by the policy on "*Travel Advances*", the employee cosigning for the visitor will be responsible for resolving any unsupported amounts.

6. Prospective Professional Employees Travel

A department head or his/her designee may authorize the reimbursement of subsistence expenses to prospective professional employees visiting the department for employment interviews. Subsistence while in overnight travel status and transportation expenses are limited to the in-state rate for a maximum of three days (5 days if one is a Saturday). Prospective professional employees may be reimbursed to the same extent as are state employees.

7. Attendants for Handicapped Employees Travel

Payment of travel and subsistence expenses (hotel and meal costs) for attendants for handicapped employees while traveling on official state business may be reimbursed to the same extent as are state employees if advance approval is obtained from the department head or his/her designee.

8. Prospective Students Travel

Travel reimbursements to prospective students cannot be paid with state funds. University trust funds may be used for payment of travel expenses for a prospective student if authorized for these purposes.

9. Non-Employee Honoraria Travel

Honoraria are the responsibility of the department contracting for the personal services of a nonemployee. Departments shall document invitations with a form letter and it shall include the amount of the honorarium offered. If payment is from state or federal funds, this amount shall cover all expenses, including travel expenses, incurred by the non-employee in lieu of a separate reimbursement. For an exception to this rule, the department must provide a written request in advance to the University Controller's Office including the reasons for the exception. The Controller's Office will forward the request to the Office of State Budget and Management for their decision.

10. Prospective Graduate Research or Graduate Teaching Assistant Travel

A department head or his/her designee may authorize the reimbursement of subsistence expenses to prospective graduate research or graduate teaching assistants visiting the department for assistantship interviews. Subsistence while in overnight travel status and transportation expenses are limited to the in-state rate for a maximum of three days (5 days if one is a Saturday). Prospective graduate research or graduate teaching assistants may be reimbursed to the same extent as are state employees.