

Process:	Travel Authorizations – Non-Employees		
Contact:	Humanities and Social Sciences	Last Revision Date:	8/16/23

Introduction:

The University requires pre-authorization of all travel conducted on University business. This section covers Travel Authorizations (TAs) for Non-Employees (including NCSU students) and Non-Resident Aliens (NRAs) – persons who do not have access to the Travel Center. Travel by non-employees must be agreed to in advance by the traveler and the department head/designee as to services to be provided by the traveler and the travel expense commitment made by the department. Students and non-resident aliens *must* use form AP-104 <https://controller.ofa.ncsu.edu/accounts-payable/travel-center/> Authorization for all others can be accomplished by a personal service contract, email or letter of invitation outlining the service and commitment, and/or by using form AP-104. Non-Employees are subject to the same travel policies as are university employees, including statutory subsistence allowances.

Steps – Travel Authorization for Students and Other Non-Employees:

1. Department Liaison/Travel Coordinator for non-employees, who are not students, sends potential traveler invitation for PaymentWorks, which is our supplier center for completion. If a supplier ID does not already exist.
2. Liaison obtains department head/designee signature for approval on the AP-104 form. Please note: When travel is for a student and State funds are committed, the Department Head must approve and may not delegate authorization responsibility. Student travel must be for “Official State Business” in support of the department or university and should not constitute a personal benefit to the student.
3. Liaison maintains documents for Travel Reimbursement (TR) submission.

Steps – Travel Authorization for Non-Resident Aliens: Departments *must* ensure that this procedure is in place **before** authorizing travel / incurring expenses.

1. Department Liaison/Travel Coordinator forwards the AP-104 form to the potential traveler for completion. Non-resident alien must disclose their visa status on form AP-104. <https://controller.ofa.ncsu.edu/accounts-payable/travel-center/>
2. Liaison reviews returned documentation, checking for completeness and signature.
3. Liaison forwards AP-104 to the Controller’s Office Tax Specialist at (919) 513-2866 to obtain written confirmation regarding whether the University can pay travel expenses for the traveler and whether such payments are taxable.

4. Once the Tax Specialist has granted authorization, request a supplier ID for the traveler using the instructions in the **Supplier Center section** of the travel manual.
5. Liaison attaches the written confirmation from the Tax Specialist to the AP104 when submitting the reimbursement claim. IMPORTANT: Departments *must* ensure that this procedure is in place before authorizing travel / incurring expenses and that the approved AP-104, and the confirmation from the Tax Specialist is uploaded to the travel reimbursement request.

Additional References:

NCSU Travel Center User's Guide:

<https://controller.ofa.ncsu.edu/accounts-payable/travel-center/>