

Process:	Travel Definitions		
Contact:	Humanities and Social Sciences	Last Revision	05/12/2025
	Financial Services	Date:	

## Introduction:

### List of Frequently Used Travel Definition

**3<sup>rd</sup> Party Lodging** – Any lodging establishment recognized by local government agencies as a privately owned residence (i.e. houses, apartments, etc.). If the establishment is not a major hotel chain, check with the university Travel Manager.

**Ad-hoc Approver/Reviewer** – An employee added into the existing workflow of a travel authorization or reimbursement to accommodate special business needs.

**Blanket Travel Authorization** - A travel authorization that covers routine and repeating travel for generally similar activities or travel for a specific duration of time that make it impracticable to obtain specific, individual trip approvals.

**Campus Approval** - This is a required workflow approver in Humanities and Social Sciences. Financial Services accountants assign these approvers.

**College Research Funding** - Funding approval for grant projects. Approvers are assigned through *Workflow Administration*.

**Default Funding Source/Project ID** - Project number, entered by traveler into traveler's profile, indicating which source of funding supports most travel expenses. The department's liaison or Travel Coordinator can assist with providing this project number.

**Dept. /College Funding** - Funding approval for all non-grant projects. Approvers are assigned through *Workflow Administration*.

**Department Liaison/Travel Coordinator** - Department employee responsible for assisting or training other department employee(s) in understanding the university's travel rules and regulations. This person may also assist in making travel arrangements, filing travel documents, completing travel system applications for travelers, and working with College Approvers and the University Controller's Office to process the traveler's reimbursement requests. Liaisons/Travel Coordinators are required to receive training on travel as advised and provided for by the University Controller's Office

**Duty Station** - The assigned location where an employee works, as designated by the hiring department head. Departments must maintain all supporting documentation for the employee's duty station assignment.

**Excess Meals/Lodging** - Any amount over per diem for subsistence or lodging

**Export Control** - This box appears on the Travel Authorization (TA) for all out-of-country travel; notification is sent to Export Control Compliance.

**Group/Team Travel** - Travel type used when one person is delegated the responsibility of paying for all expenses. Only the delegated individual can receive reimbursement for this Group/Team trip.

**Individual Travel** - Travel type used when a traveler is requesting reimbursement for only his/her expenses.

**Mileage Only Travel** - Travel type used when a traveler is requesting reimbursement for his/her mileage only.

**MyPack Portal** - The University's online system for Financial, Human Resources, and Student Information System data access.

**Non-Employee** - Anyone who is not actively on NCSU's payroll.

**Non-Resident Alien (NRA)** - A non-resident alien, for tax purposes, is a foreign national who does not meet either the green card test or the substantial presence test. Taxation of a non-resident alien depends upon his/her reason for being in the United States. The Office of International Employment must review and approve payment for services / travel prior to commitment of payment.

**Official State Business** – The travel status when the state employee or other person is traveling to attend pre-approved job related training, conducting work on behalf of the state, officially representing the state, or providing a state service upon the state's request.

**Original Invoice** - The actual document, provided by a vendor, providing details of a purchase including what was purchased, who purchased the items, the date of the transaction and the amount of the transaction. Monthly statements or past due invoices from a vendor are not considered original invoices. If the original has been lost or is not available, the department should perform research to determine if the invoice has previously been paid and if not write "pay as original invoice" on the invoice copy.

**Original Receipt** - The original receipt is the actual document provided by a vendor providing details of a purchase including an itemized list of what was purchased with an amount for each item purchased, the date of the transaction, and the total amount paid. The original receipt must clearly identify the vendor and vendor's address or other identifying information.

**Per Diem or Subsistence (Meals and Lodging)** - Subsistence is an allowance related to lodging and meal costs, including gratuities. General Statute 138-6 provides for payment of allowances in amounts or rates specified. To be eligible for allowances in connection with travel, the employee must be acting in an official capacity as required by his/her work activities and the travel destination must be at least 35 miles from the employee's duty station or home, whichever is less.

**Prepaid Travel** - Travel expenses paid in advance of a trip where the business reason is documented and justified as being required to ensure future services are received or to obtain significant price reductions (e.g. airfare and conference registrations). Avoiding year-end reversion is not an acceptable business reason for prepayment.

**Proxy** - Someone authorized to enter travel for another person

**Spending Guidelines** – Best practices established by the university, by funding source, to aid in making fiscally wise, politically sound, and legal expenditure decisions.

**Supervisor** - The supervisor approves system or manual travel authorizations and certifies the reimbursement request as necessary and proper. The supervisor must require documentation from the traveler to substantiate that the travel was necessary and accomplished. Initially, this assigned supervisor will come from the HR system. This approver can be changed on the authorization or reimbursement to accommodate the business needs. Travelers should verify the supervisor indicated is accurate prior to submitting the request for approval.

**Travel/Cash Advance** - Pre-travel advancement of funds from non-state funds when the following conditions are met: trip exceeds 30 days; trip is out-of-country, and group/team travel.

**Travel Audit** – University staff that perform the final audit of the travel reimbursement request. It is a unit within the University Controller’s Office Accounts Payable department. Travel Audit ensures that all university travel expenditures maintain compliance with state, federal, and university policies and procedures, while serving the unique needs of university faculty, staff, students, and guests.

**Travel Authorization (TA)** - Required prior approval from the department head or his/her designee to conduct business on behalf of the University and qualify for reimbursement of travel expenses.

**Travel Center** – An online travel hub, within the university Controller’s Office, that houses instructions, policies, procedures, guidelines, and forms.

**Traveler Certification** - The certification box a traveler checks to affirm claimed expenses listed under Section 2: My Out-of-Pocket Expenses on the Travel Reimbursement. If the traveler does not complete his/her own reimbursement, they are inserted into the workflow, which routes to them for certification.

**Travel Pagelet** - A sub-module within MyPack Portal that can be added to the Portal landing page at the end user’s discretion that minimizes the number of clicks to access, and shows the status of various travel authorization / reimbursement system components.

**Travel Reimbursement (TR)** - Online request for reimbursement of travel expenses for preauthorized travel. Travelers must submit their travel expenses for reimbursement within 30 days of the travel end date.

**Travel status** – An employee’s state of being away from their duty station or home, while traveling, and acting in an official capacity as approved by the employee’s supervisor.

**Traveler** - Anyone in travel status conducting official business on behalf of the University.

**Traveler ID/Supplier ID** - Identification number assigned by the financial system to a traveler/supplier. Traveler/Supplier ID is not the same as the Employee ID.

**Upload** - Function in the online Travel Authorization / Reimbursement system that allows receipts and other documents to be electronically added to the TA/TR.

**University Paid Travel** - Pre-paid travel expenses already reimbursed to the employee or paid directly to the supplier on the traveler's behalf. These items show in the TR.

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