Travel and Expense Reimbursement Policy

Policy 510.1

1 Introduction

1.1 The purpose of this policy is to inform Appalachian State University ("Appalachian") of the University official and unit that has authority and oversight to implement University procedures as it relates to the reimbursement of travel and other business related expenses incurred during the course of Official University Business.

2 Scope

2.1 This Policy applies to all Appalachian advances, payments or reimbursements of travel and other business-related expenses from University Funds.

3 Definitions

3.1 Official University Business

An act that occurs when a University employee or non-University employee is traveling to attend approved job-related training, work on behalf of the University, officially represent the University, or provide a state service on behalf of Appalachian or the State of North Carolina.

3.2 University Funds

Any funds whether derived from appropriations or other receipts, including but not limited to grants, foundation supported funds, endowed professorships, auxiliary receipts and student fees. These funds do not include agency funds, which are funds held by Appalachian on behalf of entities that are legally separate from the University. The use of University funds may be limited depending on the activity engagement, the intended purpose of the fund, or source of receipts.

4 Policy and Procedure Statements

4.1 Travel and Expense Reimbursement Policies

4.1 Appalachian State University has adopted the State of North Carolina Travel Policies as outlined in the North Carolina Office of State Budget Management's Budget Manual. These policies may be found at the State of North Carolina Budget Manual Office of State Budget and Management

4.2 In some instances, the University has been delegated authority to establish university specific policies, or has chosen to provide additional guidance that is not covered by the State Budget Manual regarding travel and reimbursement of expenses. These additional policies include the following:

510.2 Accountable Plan Defined
510.3 Blanket Travel Authorizations
510.4 Third Party Lodging Requests

5 Additional References

Appalachian State University Travel and Expense Reimbursement Standards
North Carolina State Budget Manual

6 Authority

N.C. Gen. Stat. Chapter 143C State Budget Act
N.C. Gen. Stat. § 138-6
North Carolina State Budget Manual
7 Contact Information

Office of the Controller - 828.262.2110

8 Effective Date

June 7, 2016

9 Revision Dates

December 1, 2019
February 12, 2020