

# 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 Policy Administration

The Vice Chancellor of Finance and Operations (the "Vice Chancellor") is responsible for the administration of this policy, which includes providing oversight of the Finance and Administration Division of Finance and Operations who has the authority to develop and implement University procedures as it relates to the advancement, payment or reimbursement of travel and other business-related expenses from University Funds.

### 4.2 Additional Administrative Responsibilities

4.2.1 The Finance and Administration Division of Finance and Operations will be responsible for reviewing and auditing transactions of all advances, payments or reimbursements of travel and other business-related expenses under the scope of this policy.

4.2.2 Unless otherwise directed by the Vice Chancellor, the Finance and Administration Division of Finance and Operations has the authority to establish additional guidance and procedures that are not proscribed by or do not conflict with section

### 4.3 Legal and Regulatory Compliance

Administration of this policy and related University procedures shall be consistent with federal and state laws and regulations (e.g., the State Budget Manual of North Carolina), UNC System policies, and guidance provided by the Office of State Budget and Management ("OSBM"), the North Carolina Office of the State Controller ("OSC"), and the UNC System Office.

## 5 Additional References

Appalachian State University Travel and Expense Reimbursement Standards  
[North Carolina State Budget Manual](#)

## **6 Authority**

N.C. Gen. Stat. Chapter 116 Higher Education  
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**

December 1, 2019

## **9 Revision Dates**

December 1, 2019  
February 12, 2020  
April 24, 2020