

# UNC Charlotte Senior Design Travel Reimbursement Procedure:

Version 1.0 – 11/14/2007

A: Get approval from the faculty mentor for the trip.

B: If the driver/vehicle is an EMPLOYEE of the school (part time included), AND the trip is over 100 miles (roundtrip) one should request a state vehicle by registering on the website and requesting a vehicle at LEAST 24 hours in advance of need. Use the Motor Fleet Sign-In Page: <http://fmbld02.uncc.edu:8080/motorfleet/SignIn> .

If the driver/vehicle is NOT an EMPLOYEE , you are not eligible to request a state vehicle. Payment will be at \$0.485 per mile.

EMPLOYEES: If the trip is less than 100miles OR you have received the e-mail denial of use of a state vehicle, you may then use your personal vehicle and claim the mileage on the travel reimbursement form at \$0.485 per mile. You must attach a copy of the denial to the travel reimbursement form.

If the trip is MORE than 100 miles AND you have NOT received a denial for use of a state vehicle you may complete the travel reimbursement form with a rate of \$0.25 per mile.

C: USE the MILEAGE and PARKING REIMBURSEMENT form from this webpage and READ THE INSTRUCTIONS for COMPLETING (a page of the form).  
<http://www.finance.uncc.edu/FormsNew.htm>

Travel is reimbursed departing from UNC Charlotte only. Use actual mileage. The Administrative support contact is D. Overcash 7-8247, Issuing Department is COLLEGE OF ENGINEERING.

Sign the form as claimant and send/deliver the form to Dr. Heybruck, SMITH 214 for Supervisor signature. He will then submit the form to the Travel department via COE Finance.

QUESTIONS ? Contact Dr. William Heybruck, 7-2934 Smith 214.

