Travel Conference Requirements: Hosting/Attending a Conference

**Pre Planning**
- AP106 Sponsored Conference authorization signed in advance of event
  - Contracts must be submitted for Purchasing approval and signature
- Deposit invoices submitted to CBO with copy of contract
  - Include: project/phase, AP106
  - Determine if payments can be made on p-card and if p-card limit needs to be increased, contact BL for assistance
- If serving alcohol submit Serving Alcohol Authorization complete with signatures

**Event Time / Prior to Event Start Date**

<table>
<thead>
<tr>
<th>Prior to Event</th>
<th>Action to be Completed</th>
</tr>
</thead>
</table>
| 15 days       | Collect paperwork for non-employees that will be reimbursed for traveling charges
  - W-9's/ACH
  - Non-resident alien
  - Passport photo page or VISA
  - W-8BEN |
| 10 days       | Submit paperwork to CBO via fax 515-4797 |
| 7 days        | Complete AP104 for non-employees/students signed by department head (do not send until reimbursement is required) |

**After Event / Travel Reimbursement Requests / Conference Cost**

### For Non-Employees
Have traveler complete the CALS travel worksheet accompanied by:
- AP104 Non-Employee travel authorization
- CALS travel worksheet accompanied by
  - Complete Agenda/Itinerary
  - Itemized Receipts showing a 0.00 balance for expenses to be reimbursed
  - Per diem rates are as follows as of July 1st, 2015:

<table>
<thead>
<tr>
<th>MEALS</th>
<th>In State</th>
<th>Out of State</th>
<th>Out of Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.30</td>
<td>8.30</td>
<td>8.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>10.90</td>
<td>10.90</td>
<td>10.90</td>
</tr>
<tr>
<td>Dinner</td>
<td>18.70</td>
<td>21.30</td>
<td>21.30</td>
</tr>
</tbody>
</table>

- Mileage higher rate at time of travel, check with your Business Liaison for current rate

### For Vendor
- Invoices from conference vendor accompanied by:
  - List of attendees (indicating employee vs. non-employee)
  - AP106
  - Contract
  - Authorization Signature form:
    - Department Head signature for food
    - Dean’s signature for alcohol
  - Itemized lodging invoice corresponding with attendee list (indicating employee vs. non employee)
  - Itemized meal invoice

### For Employees
Receipts for PCard charges should be copied for personal records and submitted to CBO with appropriate reconciliation information prior to travel reimbursement request. Must include:
- TA#
- Project/phase
- Name charges apply to if other than pcard holder, with TA#
- Costs shared with another employee should be noted on receipt with employee name and TA#

Employees must enter travel reimbursement request within 30 days of travel. Reimbursement request must include:
- Detailed purpose of trip
- Receipts for actual charges to be reimbursed
- Documentation of prepaid and pcard charges
- Documents clearly identifying charges paid for another person, must have an AP104 on file
- Out of pocket meal expenses cannot be paid for traveler (reimbursement is at the per diem rate).
- Collaboration meeting meal costs (excess meals) charged to a discretionary project (3, 6, or 7), attendees must include non-NC State University employees.

Include:
- Itemized receipt
- List of attendees
- Detail business purpose of meeting

Documents can be found at: go.ncsu.edu/cbo