How is travel status determined?

Tell Me

Employees are considered to be in travel status whenever they are required to be away from their normal duty station in the performance of their job.

There are two types of travel status:

### Overnight Travel Status

1. Employees are considered to be in overnight travel status when their business activities require at least one overnight absence from their duty station.
2. The travel destination must be at least 35 miles from the duty station or home, whichever is less, for the employee to receive reimbursement for lodging and meals.

#### Examples
- A two-day conference in Asheville, NC.
- Business meeting in San Francisco, CA with an overnight stay.
- A week-long seminar in Houston, Texas.

3. Allowable expenditures when traveling overnight include and are not limited to:
   - Mileage and transportation.
   - Parking.
   - Registration.
   - Lodging.
   - Meal subsistence.
     - **Breakfast** is allowed when the traveler departs the duty station or home prior to 6:00 am.
     - **Lunch** is allowed when the traveler departs the duty station or home prior to 12:00 pm (day of departure) or returns to the duty station after 2:00 pm (day of return).
     - **Dinner** is allowed when the traveler departs the duty station or home prior to 5:00 pm (day of departure) or returns to the duty station after 8:00 pm (day of return).

4. Reimbursements occurring from overnight travel status should be processed using the **Travel Reimbursement & Expense Report (TRER)**.

### Travel Status - Not Overnight

1. Travel status (not overnight) is when you are away from your normal duty station on official university business, and there is no overnight stay.

#### Examples
- A one-day conference in uptown Charlotte.
- Two-hour training course in Gastonia, NC.
- Business meeting in Raleigh, NC with no overnight stay.
- A three-day conference in Concord, NC.

2. Allowable expenditures when traveling (not overnight) include and are not limited to:
   - Mileage and transportation.
   - Parking.
   - Registration.

3. Reimbursements occurring from local travel status should be processed using the **Mileage and Parking Reimbursement Form**.

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