

The college has received significant guidance with respect to travel expenditures associated with COVID-19 cancellations/disruptions, the processing of travel authorizations and reimbursements and general travel.

You may find Travel Restrictions [guidance](#) on the Controller's Website. As this will be updated as needed, I strongly encourage you to utilize the website for the most current information at the time you are making your inquiry. There is a Q&A on the website that has a lot of information that most people would be asking.

A few items to emphasize:

1. College Business Lead and College Business Office refers to Maggie Merry and Office of Business Services, respectively. That is a terminology that is not widely used in this college, but it is the university's official reference terms.
2. Any questions not covered in the guidance or requests for clarifications/interpretations are to be sent to pcombusiness@ncsu.edu so we may use the channel established by the Vice Chancellor of Finance and Administration to address these questions. Please do not call the Controller's Office, Accounts Payable Office or Contracts and Grants. The Vice Chancellor has a team composed of the Controller, the Director of Contracts and Grants and the Director of Procurement who will receive the inquiry and all 3 will review and respond by updating the guidance.
3. All university-related travel outside the state of North Carolina is prohibited, regardless of how many people will be in attendance at the destination. Any travel in North Carolina is restricted to 50 people or less, with 10 now being the new CDC recommendation.
4. All pending TAs for restricted/prohibited travel are to be cancelled - read through the guidance and it will provide instructions as to how to handle expenses that have been incurred. No new travel authorizations to restricted areas will be approved.
5. For employees who are in travel status to a location that is now restricted/prohibited, the employees are expected to make reasonable changes to their travel plans to return to their duty stations **expeditiously**.
6. For those who have already purchased travel arrangements for trips that are cancelled and fit the profile of a trip that can be reimbursed per the University guidelines, please follow this procedure:
 - a) Submit your receipts to pcombusiness@ncsu.edu along with the PRF
 - b) On the PRF, put the original TA that is associated with the cancelled trip
 - c) On the PRF, please put whether or not the airline credited the original flight amount or not (NC State needs to manage the credits as we technically own those credits when you are

reimbursed; we are keeping a Google Sheet that is tracking all flight credits and reimbursements)

d) For the credits, if you plan on using them for future NC State travel, please inform us on the PRF as well

Please refer all questions to pcombusiness@ncsu.edu and we will continue to help you as we can to navigate through these confusing times. Please be on the lookout for further communication via email and the OBS newsletter if anything else changes as well as make sure to continue to visit the University's website on Travel Restrictions guidelines as they will change when more information and knowledge is obtained.