

NMP Research Travel

(see [#101 NMP Travel Policy and Procedures](#) for more information)

Non-NMP Employee

- Research Contractors
- Visiting Lecturers/Speakers
- Research Assistants
- Students

- Non-NMP Employee must book and pay for all travel (including registration) and submit for reimbursement using the UNBC Travel Claim form.
- Travel Authority is not required for Non-NMP Employees unless approval is given by NMP Senior Administrative Manager or Regional Associate Dean to book flights using Red Tag Travel; travel authority will need to be saved to the NMP shared drive

- Travel costs must be coded to 7151 (Students/Speakers/Lecturers) or 7569 (non-Employee Travel; for Contractors)

UNBC/NMP Employee

- NMP Faculty

- UNBC Travel authorization form must be completed and signed before travel is booked
- Flights must be booked through Red Tag Travel (charges will be applied to Purchasing MasterCard)
- Hotel, Registration, and Car can be booked and paid for by Faculty member or Research Administrative Assistant using a UNBC MasterCard

- Meals/Taxi(s)/Parking can be applied to a UNBC MasterCard, or paid for by Faculty member and claimed on a UNBC Travel Claim
- Travel costs must be coded to accounts 7912 (Travel–Conference), or 7915 (Travel–Meeting)
- Registration account code 7932 should only be used for registration to events where the individual does not need to travel

For more information regarding travel, please contact:

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