



Darla Moore School of Business

Procedures for EIMBA Travel

January 22, 2016

1. The Memorandum of Understanding with each EIMBA partner stipulates that they will cover round-trip business class airfare travel, room and board.
2. The BPF/LLC internal travel policy, approved Oct. 21, 2015, states that “employees may book airline flights in business class from private funding sources, if available, when traveling internationally to business assignments and any segment of the round-trip air travel (outbound or return flight) is longer than six hours AND when the Moore School (or its affiliates) will be reimbursed from the international flight by the customer or partner school.”
3. A Travel Authorization (TA) must be submitted to the Senior Associate Dean, International Programs and Partnerships, and approved by the Dean or Senior Associate Dean of Research and Faculty. The TA will not include flight travel costs. A note should be made on the TA that the flight is being paid by private funds. The State of SC per diem rate will be used for meal allowances (\$60.00). Hotel accommodations will be made in conjunction with partner arrangements and approval. When possible, Wi-Fi should be booked as part of the hotel rate. A \$50.00 allowance for an international phone plan for one month is allowed. Laundry costs are permissible for stays exceeding 10 days. The accounts to be used for the TA are as follows:
 - EIMBA Chonnam – 15000 E003 52025
 - EIMBA ESAN – 15000 E004 52025
 - EIMBA NTNU – 15000 E005 52025
4. Flight reservations will be booked through Travel Unlimited (Matthew or Randy; 803-798-8122). Travel Unlimited is authorized to charge the ticket directly to the EIMBA Corporate Solutions LLC account. The account to be used for the flight expense is as follows:
 - EIMBA Chonnam – CS LLC – Fund 587
 - EIMBA ESAN – CS LLC – Fund 589
 - EIMBA NTNU – CS LLC – Fund 588
5. An economical business class ticket should be selected and therefore early reservations are encouraged. The flight reservation must be coordinated with the EIMBA Program Faculty Director prior to purchasing the ticket; the Faculty Director must confirm the approval as required, based on partner procedures. The Faculty Director for each program is:
 - EIMBA Chonnam – Dr. Sunny Park
 - EIMBA ESAN – Dr. Hildy Teegen
 - EIMBA NTNU – Dr. David Hudgens