CHASS - Department of Communication
Faculty/Staff/Student Travel Process

The following instructions are for travel that is to be paid for completely with Department funds. PLEASE - if travel is to be paid with department funds - do not contact any agency on your own. If any piece of your travel is for personal reasons you will need to pay the full fare and seek reimbursement through the Reimbursement Process.

1. BEFORE any specific arrangements are made the traveler must first submit a Travel Authorization Request (TA) on-line. Follow this path:
   MyPack Portal > For Faculty & Staff > Travel Authorizations.

2. Complete the TA and submit. Dr. Zagacki will be notified and will either authorize the TA or contact the traveler if there are any questions/issues to be resolved before authorization.

3. Upon authorization of the TA, notify Laura if you want to use the travel agency and have the dept. pre-pay your airfare and registration. Provide Laura with any preferences or an actual itinerary plan and contact info for the agent to contact you. Laura will contact the travel agency with the general information regarding travel and the traveler’s contact info.

4. The agent will contact the traveler and work with the traveler to assure that all needs are met. The agent will send a final document to the traveler for confirmation of the arrangements. Traveler should send a confirmation reply to the agent and cc Laura (lakelly2@ncsu.edu).

5. Laura will contact the agent and process the payment.

6. The traveler will receive an e-mail from the agency with a link to all necessary information.

7. If there is a need to change plans after the ticket has been finalized, please contact Laura for assistance and determination of the best way to handle the change.

NOTE: There is a $29 agency fee for any changes to the ticket once it has been processed. State funds CANNOT be used to make changes for personal reasons. If you need to make changes to your ticket for personal reasons it is best to try to do so directly with the carrier and avoid additional agency fees (which you will be responsible for).