

## PUBLIC DEFENDER EXPENSE REIMBURSEMENT

Reimbursement of expenses for state employees, including employees of public defender offices, is governed by G.S. 138-6.

As of August 2015, the following reimbursement rates are in effect:

1. Mileage on Privately-Owned Vehicles: \$0.35 per mile.
2. Rental Vehicles: The lesser of: 1) the cost of the rental vehicle plus gasoline; or 2) the mileage reimbursement you would have received if you had driven your personal vehicle. A receipt is required.
3. Meals: Please note that there are specific rules governing the meals that are eligible for reimbursement, which depend on departure and arrival time.
  - a. In-State: \$8.30 for breakfast; \$10.90 for lunch; \$18.70 for dinner; or
  - b. Out-of-State: \$8.30 for breakfast; \$10.90 for lunch; \$21.30 for dinner.
4. Lodging: The actual cost of over-night lodging, plus actual taxes incurred, not to exceed the following:
  - a. In-State: \$67.30 per night; or
  - b. Out-of-State: \$79.50 per night.A valid hotel receipt is required and credit card receipts will not be accepted.
5. Other: Any other travel-related expenses (e.g., parking) must be supported by receipts.

To claim reimbursement, you must complete form AOC-A-25 within 30 days after the end of the month for which expenses are claimed.

If you have questions, please contact Patty Barbour, IDS Financial Services, at [Patty.A.Barbour@nccourts.org](mailto:Patty.A.Barbour@nccourts.org) or (919) 890-1660.