



## North Carolina Magistrates

### 2022 Fall Educational Conference

Doubletree by Hilton, Atlantic Beach – 2717 W. Fort Macon Rd.  
September 27 – 30



## CONFERENCE AND TRAVEL DETAILS

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### CONFERENCE TEAM

**Welcome to the Magistrates Fall 2022 educational conference!** If you need assistance, additional information, directions, or anything else, please speak to any member of your onsite conference team: Barbara Inabinett, Bert Barber, Cheryl Jones, Jennifer Gonzalez Reyes, or Michael Spinosi.

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### NC MAGISTRATES' ASSOCIATION

Please see a member of the Association to inquire about membership, and to receive additional information about social activities. The merchandise store is located in the Bogue Sound meeting room.

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### MEAL REIMBURSEMENT

You may **not** claim reimbursement for any meals provided as part of the conference and paid by NCAOC. The meals provided by NCAOC for your conference are set forth below.

- Lunch – Tuesday, September 27
- Breakfast – Wednesday, September 28
- Breakfast – Thursday, September 29
- Breakfast – Friday, September 30

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### FOOD ALLERGIES

Food selections should accommodate most food allergies. If you indicated special dietary needs on your registration form, please see one of your conference team members at the NCAOC check-in desk for additional information.

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### TRAVEL POLICY & REIMBURSEMENT FORM

Please use fund code **1290-0106** on form [AOC-A-25](#) when applying for reimbursement.

- The current mileage reimbursement rate is \$.625/mile
- You must use actual miles from your duty station or home; whichever is closer to the conference location.
- You may only claim what you paid for overnight stays (up to \$111.00 per night) plus tax and parking with receipts.
- You may not claim any meals that are provided, without permission. Please see a member of your NCAOC Conference Team for details or further information.
- Complete the travel reimbursement form (be mindful of the meals you are not eligible to claim according to the [travel policy](#)), print the form, sign, and date, and attach required receipts (parking and hotel), have your hiring authority sign, and return the form and receipts to: [Accounts Payable--Travel Reimbursement](#), NCAOC, PO Box 2448, Raleigh, NC 27602.