

JUDICIAL BRANCH OF GOVERNMENT
TRAVEL INFORMATION:SPRING PD CONFERENCE
May 10-May 12, 2023
SUBSISTENCE RATES

TRSC

The maximum daily allowable statutory rate (G.S. 138.6) for meals and lodging is \$120.20 (plus tax) for in-state travel. The following schedule should be used for reporting allowable subsistence expenses incurred while traveling on official state business based on Office of State Budget and Management travel guidelines.

IN-STATE	
BREAKFAST	\$ 9.00
LUNCH	\$ 11.80
DINNER	\$ 20.50
LODGING	\$ 78.90 (Actual Cost (your share if you share a room with others) Up to \$78.90 plus actual tax incurred)
TOTAL	<u>\$ 120.20</u> plus lodging taxes

Mileage Reimbursement rate is .625 per mile IF AT LEAST TWO PEOPLE IN CAR

Contact IDS CFO Aaron Gallagher to request a carpool exemption (request must be via email so response can be included with travel reimbursement forms)
.33/mile if no carpool exemption
Receipt Required for Parking.
We realize you may need to pay to park either as hotel guest or in area paid lots

REIMBURSEMENT OF LODGING AND MEALS INCURRED WHILE TRAVELING TO CONFERENCE

Times and Dates of departure and return (to/from conference) **MUST BE LISTED** on travel reimbursement form, otherwise meals in question will be denied.

Lodging reimbursement allowed with itemized(MUST SHOW TAX AND ROOM RATE SEPARATE), commercial hotel receipt. CREDIT CARD RECEIPTS ARE NOT ACCEPTABLE.

If you share a room, we need each person to include a copy of the folio and indicate who else was in that room

Note: revised rules do not allow *reimbursement* of any meals unless in overnight status

If you have never had a travel reimbursement, please write "NEW" next to your name as we will have to contact you to set up in the accounting system

OVERNIGHT STATUS: We have revised the rule for overnight status to be if you are 185 miles away or further with the idea of keeping travel time under 3.5 hours; this means offices in the far eastern and western parts of the state will generally qualify

May 9, 2023

Tuesday

Dinner: Allowed if you leave home prior to 5:00 pm and qualify for overnight status.
Lodging: Allowed for Tuesday night if closer of home/workstation is at least 225 miles away.

May 10, 2023

Wednesday

Breakfast: Allowed if overnight status and depart from duty station prior to 6:00 AM
Lunch: Allowed if in overnight status
Dinner: Allowed if in overnight status
Lodging: Allowed for Wednesday night if work station is 35 miles or more away.

May 11, 2023

Thursday

Breakfast: Provided/Not Reimbursable
Lunch: Allowed if in overnight status
Dinner: Allowed if in overnight status
Lodging: Allowed for Thursday night if work station is 35 miles or more away.

May 12, 2023

Friday

Breakfast: Provided/Not Reimbursable
Lunch: Allowed if in overnight status
Dinner: Allowed if were in overnight status and returned home after 8:00 pm.
Lodging: few if any will qualify for lodging on Friday night as training ends at 12:45pm

REIMBURSEMENT RATES FOR TRANSPORTATION

RATE, PRIVATELY OWNED VEHICLE: Mileage rate is \$0.625 per mile must attest that no state vehicle was available
Check with Aaron Gallagher at IDS on options for use of state rental car contract
The registration fee is NOT reimbursable by IDS

SIGNATURES REQUIRED:

EMPLOYEE SIGNATURE: Must be on actual travel reimbursement request form
SUPERVISORS SIGNATURE: Public Defenders signature must be on travel form.

SUBMIT FORM: Submit form with required receipts to IDS-TRAVEL, Courier Box 56-10-50,
Raleigh NC or mail to PO BOX 2448, Raleigh NC 27602.

Email: ids.employee.reimbursements@nccourts.org