

TRAVEL REIMBURSEMENT GUIDE

DISTRICT COURT JUDGES FALL CONFERENCE

OCTOBER 9-11, 2024





INTRODUCING THE NEW ONLINE Travel Reimbursement Form

- Easy to use from mobile or desktop browser
- Attach receipts from photos or scanned PDF copies
- Receive automatic email confirmation and copy of submission
- Supervisor / reviewer can receive a copy and review details
- Reimbursement payments will be processed faster



BOOKMARK THE LINK FOR EASY ACCESS!

In-State Travel: [Nccourts.gov/travel-reimbursement](https://nccourts.gov/travel-reimbursement)

Available on mobile...



10:20

In-State Travel Reimbursement Request

Use this form to request reimbursement for official Judicial Branch travel occurring in-state (within North Carolina). A separate form is available for out-of-state and all grant-related travel. Travel relating to a Judicial Branch-sponsored event (educational conference, UNC School of Government training, etc.) should be submitted on a separate submission and should not be commingled with other types of travel.

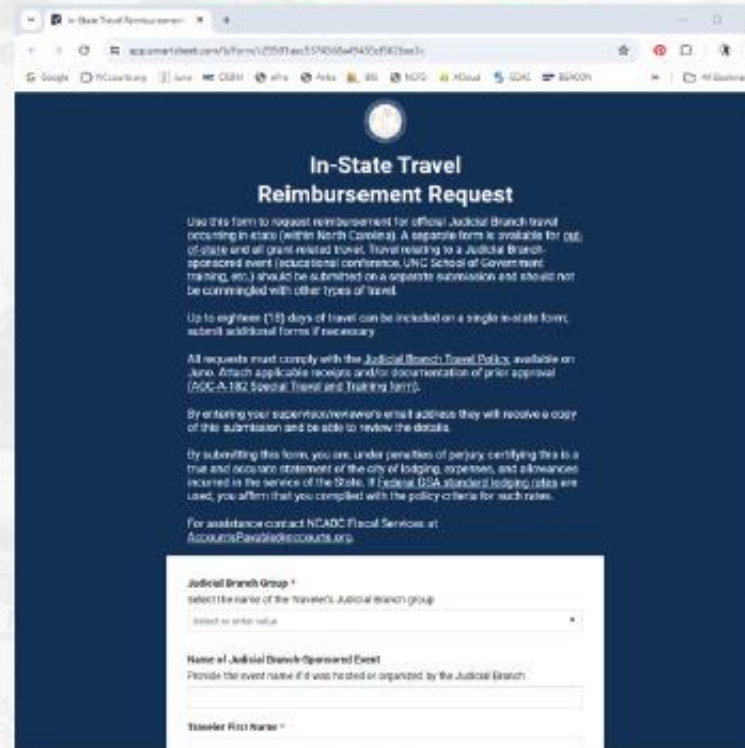
Up to eighteen (18) days of travel can be included on a single in-state form; submit additional forms if necessary.

All requests must comply with the [Judicial Branch Travel Policy](#), available on June. Attach applicable receipts and/or documentation of prior approval (AGC-A-182 Special Travel and Training form).

By entering your supervisor/reviewer's email address they will receive a copy of this submission and be able to review the details.

app.smartshost.com

...or desktop web browsers



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By entering your supervisor/reviewer's email address they will receive a copy of this submission and be able to review the details.

By submitting this form, you are, under penalties of perjury, certifying this is a true and accurate statement of the city of lodging, expenses, and allowances incurred in the service of the State. If federal, USA standard lodging rates are used, you affirm that you complied with the policy criteria for such rates.

For assistance contact NCACC Fiscal Services at AccountsPayable@nccourts.org.

Judicial Branch Group *
Select the name of the traveler's Judicial branch group.

Name of Judicial Branch-Sponsored Event
Provide the event name if it was hosted or organized by the Judicial Branch.

Traveler First Name *

Online forms for out-of-state and grant-funded travel are coming soon







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By submitting this form, you are, under penalties of perjury, certifying this is a true and accurate statement of the city of lodging, expenses, and allowances incurred in the service of the State. If Federal GSA standard lodging rates are used, you affirm that you complied with the policy criteria for such rates.

For assistance contact NCAOC Fiscal Services at AccountsPayable@nccourts.org.

Judicial Branch Group *

Select the name of the Traveler's Judicial Branch group

Select or enter value

Name of Judicial Branch-Sponsored Event

Provide the event name if it was hosted or organized by the Judicial Branch

HIGHLIGHTS

1. There are separate forms for in-state, out-of-state, and grant travel
2. Travel to a Judicial Branch-sponsored event should still be on its own form
3. 18 days of travel can be included on one in-state form
4. The Judicial Branch Travel Policy did not change: existing rules apply regarding which travel items are eligible for reimbursement and the standard allowable rates
5. After submitting the form, if a traveler needs to make changes or add an attachment contact AccountsPayable@nccourts.org (do not re-submit the same travel).
6. Supervisors have opportunity to review details and notify Accounts Payable of corrections, but **do not have to sign or take specific action if the submission is accurate.**



Traveler First Name *

Traveler Last Name *

Traveler Job Title *

Traveler Judicial Branch Email Address *

Supervisor/Reviewer Judicial Branch Email Address(es) *

You must enter your supervisor's email address. If needed, you can enter more than one email address separated by a comma (",").

If your position does not have a supervisor (e.g., elected official) you must enter your own email address here.

Travel For Month *

Select a single month of travel

Travel For Year *

☐ 2024

Personal Vehicle Mileage Rate? *

The lowest rate should be used if a Judicial Branch-owned vehicle was available for use, but the Traveler chose to drive a personal vehicle. If you are not requesting mileage reimbursement choose "This does not apply."

Amount of Travel Advance received, if applicable

If you received a Travel Advance from NCAOC enter that amount here

Data needed on the form:

1. Your name (as it appears in BEACON/HR Payroll System)
2. Your job title
3. Your Judicial Branch email address
4. Enter your supervisor's email address; they will receive a copy of your submission and be able to review the details. **If you do not have a supervisor enter your own email address again.**
5. Choose the month and year of travel
 - a) Each month of travel should be on a separate form, unless it is for a special event, such as a training, conferences, etc. If an event crosses into the next month, it can be combined onto one form.
 - b) All Judicial Branch-sponsored travel should be on a sperate form from regular business travel
6. If you're claiming mileage, select which personal vehicle mileage rate applies to the travel in this submission
7. Amount of Travel Advance received, if applicable



Day 1 Travel

Travel Date

Travel To/From

Provide the location (city/town name) of departure and arrival.
Example: "Raleigh to Charlotte"

Purpose of Trip

Describe the purpose of the trip, such as meeting, conference, training, case-related travel, etc.

Personal Vehicle Mileage

Provide the total or round-trip mileage for the day

Other Transportation/Miscellaneous Expense(s) Description

If you incurred other transportation costs (airfare, taxi/Uber, parking, tolls, etc.) or miscellaneous expenses include it here **Receipt Required**

Other Transportation/Miscellaneous Expense(s) Amount

Enter the amount of the expense(s); provide one total amount per day

Subsistence

100% = for full days of overnight travel status

75% = for partial days of travel when in overnight travel status; the partial day is the day of departure or the day of return (departure and arrival times are not a factor)

Custom Amount = when a meal is provided at a Judicial Branch-sponsored event, or for eligible single travel days **Receipt Required for meals claimed during single travel days**

Data needed on the form:

7. The travel date: complete a section for each day of travel
8. Provide the departure and arrival location
9. Provide a brief summary of the purpose of the trip trip (i.e., training, court, meeting, conference, etc.)
10. Enter the total mileage for the day on your personal vehicle, if applicable
11. List other transportation or miscellaneous expenses (such as parking not at a hotel, baggage fees, etc.)
12. Choose the subsistence category that applies, or provide a custom amount based on the per diem rates, if a meal is provided for you



Lodging Amount

- **For lodging paid out-of-pocket with personal funds:** include the room rate and eligible fees and taxes. Include eligible on-site parking charges, if applicable. Non-eligible expenses (alcohol, room service, entertainment, etc.) should not be included. ****Receipt/Hotel Folio Required****
- **For lodging exceeding the state or Federal GSA rate:** you must attach an approved AOC-A-182 form.
- **For lodging booked through [Sequel Travel](#) or otherwise paid directly by NCAOC:** do not list those expenses here.

Enter the total eligible lodging amount:

Add Days 6-10

☐

File(s) Upload

Attach receipts for all expenses other than personal vehicle mileage and subsistence per diem

Drag and drop files here or [browse files](#)

Submit

Data needed on the form:

7. Provide the total lodging cost, including the hotel nightly rate taxes tax paid and parking fees at the hotel, up to allowable amount (see Federal GSA lodging chart on page 21 of the Travel Policy)
Remember to include the hotel receipt and an approved AOC-A-182 form if an exception was provided
8. Add additional dates to the form (up to 18 days of travel)
9. Upload receipts and approval forms as required



LODGING RATES

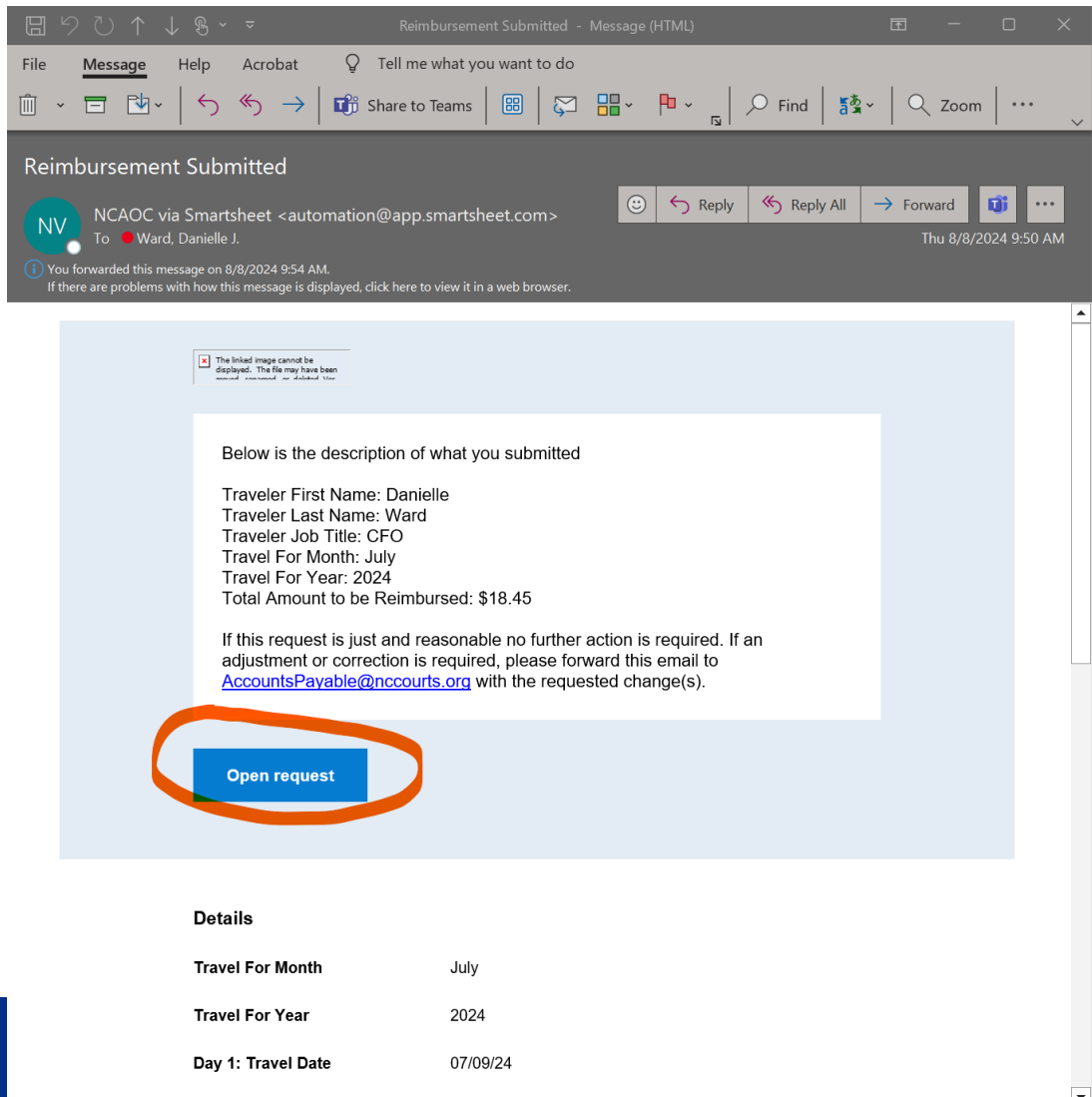
Federal GSA Lodging Rates: Effective October 2024 – September 2025

Primary Destination ⓘ	County ⓘ	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Asheville	Buncombe	\$141	\$141	\$141	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120
Atlantic Beach / Morehead City	Carteret	\$123	\$123	\$123	\$123	\$123	\$123	\$123	\$178	\$178	\$178	\$178	\$123
Chapel Hill	Orange	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140	\$140
Charlotte	Mecklenburg	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Durham	Durham	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121	\$121
Fayetteville	Cumberland	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124
Greensboro	Guilford	\$123	\$112	\$112	\$112	\$112	\$123	\$123	\$123	\$123	\$123	\$123	\$123
Kill Devil Hills	Dare	\$133	\$133	\$133	\$133	\$133	\$133	\$190	\$190	\$254	\$254	\$254	\$133
Raleigh	Wake	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131	\$131
Wilmington	New Hanover	\$147	\$110	\$110	\$110	\$110	\$147	\$147	\$147	\$147	\$147	\$147	\$147

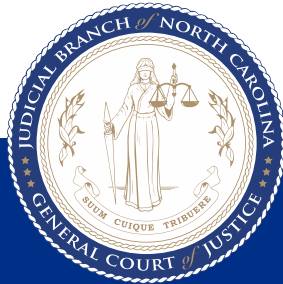
- The Federal GSA lodging rate varies by month and county
- If the city/county of the destination is not listed, the maximum amount allowed without prior approval is \$110/night + tax
- An itemized hotel receipt, showing it was paid (not a booking confirmation) is always required to be reimbursed
- Refer to the Judicial Branch Travel Policy for details
- Approval for excess lodging above these rates should be obtained from the Travel Approver in advance using the “Request for Special Travel and Training Request” form (AOC-A-182)



CONFIRMATION OF SUBMISSION



- The traveler (and supervisor and/or reviewer, if email address provided) will receive a confirmation email.
- Click on “Open request” to view the full details.
- If further action/corrections are required, forward the confirmation email to AccountsPayable@nccourts.org with the requested change



REVIEW DETAILS OF SUBMISSION

smartsheet

Reimbursement Submitted

Below is the description of what you submitted

Traveler First Name: Danielle
Traveler Last Name: Ward
Traveler Job Title: CFO
Travel For Month: July
Travel For Year: 2024
Total Amount to be Reimbursed: \$18.45

If this request is just and reasonable no further action is required. If an adjustment or correction is required, please forward this email to AccountsPayable@nccourts.org with the requested change(s).

Travel For Month

July

Travel For Year

2024

Day 1: Travel Date

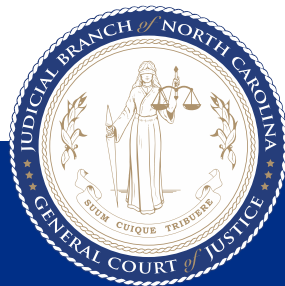
07/09/24

Day 1: Travel To/From

Raleigh to Chapel Hill

Day 1: Purpose Of Trip

Present at Task Force meeting at SOG



CONFIRMATION OF PAYMENT PROCESSED

Expense Report Approval 0200ER000178416308 for DANIELLE WARD (18.45 USD) - ...

File Message Help Acrobat Tell me what you want to do

Expense Report Approval 0200ER000178416308 for DANIELLE WARD (18.45 USD)

TINA MOORE <emzn.fa.sender@workflow.g1mail.us8.oraclecloud.com>
To: Ward, Danielle J.

Thu 8/8/2024 1:19 PM

You don't often get email from emzn.fa.sender@workflow.g1mail.us8.oraclecloud.com. [Learn why this is important](#)

Access this task in the [Workspace Application](#)

Expense Approval

18.45 USD
DANIELLE WARD

0200ER000178416308 submitted on 8/8/24
DANIELLE WARD 0051 07-24

Expense Items

8/8/24 Ground Transportation - In State 18.4

MILEAGE 07/09/2024
NC, United States

Receipt Required

Approvers

8/8/24 1:18 PM
Approved by **Workflow System**

8/8/24 1:18 PM
Submitted by **TINA MOORE**

[Transaction details](#) [In-app notification](#)

- The traveler will receive an accounting system-generated email when the payment has been processed.
- Please do not reply to this email; it is a system-generated address and will not be received by our staff.
- Contact AccountsPayable@nccourts.org with questions.



FREQUENTLY ASKED QUESTIONS

MEALS

1. Do I need to provide meal receipts?
 - ▶ If you are in overnight status no meal receipts are required to receive the per diem.
 - ▶ If you are traveling same day (no overnight stay), a receipt is required for reimbursement. You will be reimbursed for the actual amount, up to the per diem.
 - ▷ Stipulations:
 - + The normal workday must be extended by three (3) hours or more
 - + The receipt must be itemized
2. Can I claim meal reimbursements if I do not stay overnight at the conference?
 - ▶ If you have day travel (no overnight), the normal workday must be extended by three (3) hours or more and you must provide an itemized receipt to receive reimbursement. You will be reimbursed for the amount you paid up to the per diem rate.



FREQUENTLY ASKED QUESTIONS

3. What meals can I claim for this conference?

- ▶ If you stayed overnight:
 - ▷ Day 1: a partial travel day; you request 75% of the total per diem (\$34.88)
 - ▷ Day 2: an overnight day; you request \$36.40 for lunch and dinner since breakfast is provided this day.
 - ▷ Day 3: a partial travel day; you request 75% of the total per diem (\$34.88)
- ▶ If you did not stay overnight and drove to/from home each day:
 - ▷ If your normal workday was extended by three (3) hours or more you are eligible for lunch and/or dinner, since breakfast is provided at the conference.
 - ▷ If your normal workday was not extended by three (3) hours or more, you are not eligible for meal reimbursement.

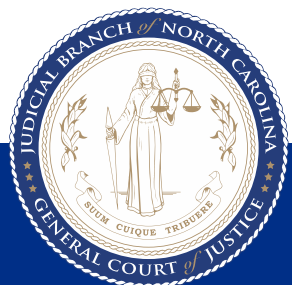


FREQUENTLY ASKED QUESTIONS

LODGING

4. Can I go the night before a conference/meeting and be reimbursed for the hotel?
 - ▶ This answer depends on several factors:
 - ▷ How far do you have to travel to the conference/meeting? Travel Policy guidelines require the destination be 35 miles or more away.
 - ▷ What time does the conference/meeting begin?
 - ▶ Your supervisor must approve all overnight travel and determine that it is just and reasonable.

5. What are the allowable lodging rates?
 - ▶ **The current allowable lodging rate for Wilmington/New Hanover County is \$147/night + taxes and fees** (page 21 of the Judicial Branch Travel Policy). This rate varies by county and month of the year. If the city/county is not listed, the maximum allowable amount to be reimbursed is \$110+ taxes you paid.
 - ▶ An itemized hotel receipt (showing it was paid, not a booking confirmation) is always required to be reimbursed. Please refer to the Travel Policy for details.



FREQUENTLY ASKED QUESTIONS

TRANSPORTATION

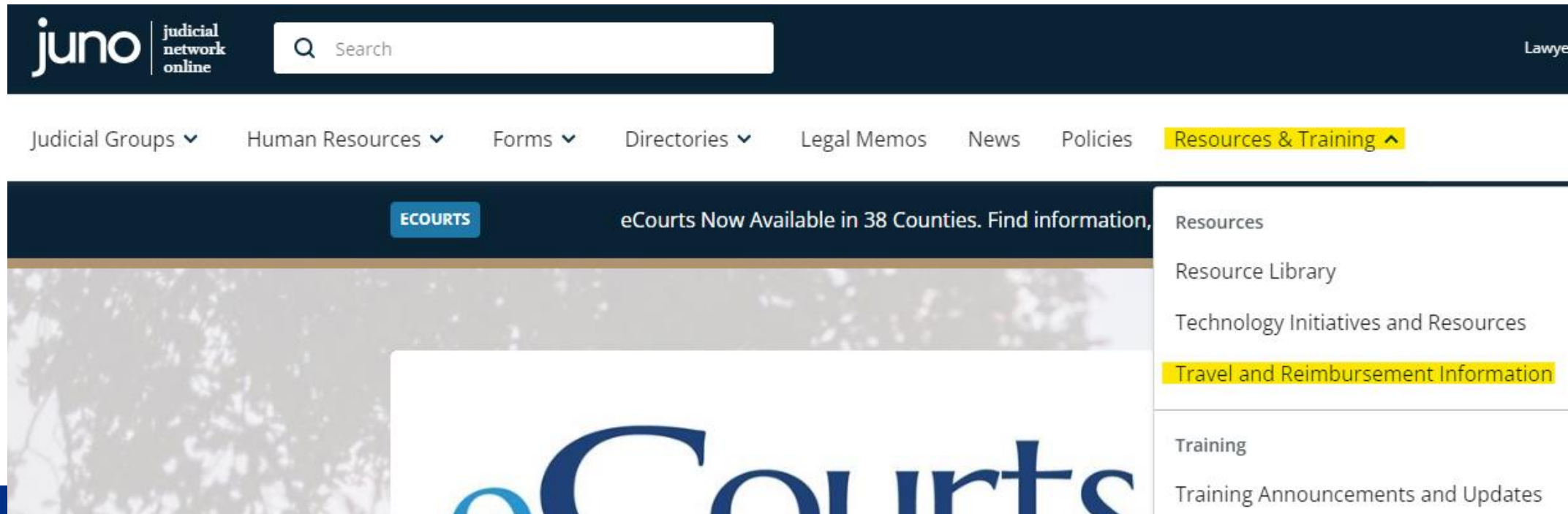
6. Which mileage rate do I use?
 - ▶ When a Judicial Branch-owned vehicle is available, but I choose to drive my own I choose vehicle, I choose the “Lowest Rate” (\$0.41/mile)
 - ▶ When a Judicial Branch-owned vehicle is not available, and I use my personal vehicle, I choose the “Standard Rate” (\$0.67/mile)
7. Can I claim mileage from my house?
 - ▶ Mileage is measured from the closer of the duty station or the point of departure to the destination.
8. Can I claim mileage to eat dinner away from the hotel?
 - ▶ Yes, reasonable travel to obtain meals as well as mileage from your hotel to the conference location is reimbursable.
9. Can I claim reimbursement for parking?
 - ▶ Yes, reimbursement for the actual expense amount is allowed with a receipt. An employee who parks using a coin meter may be reimbursed up to \$2.00 per day without a receipt.
 - ▶ Valet parking is not eligible unless that is the only parking option offered on-site or is the same cost as self-parking.



ADDITIONAL QUESTIONS?

Contact us if you have additional questions or need assistance
AccountsPayable@nccourts.org

Visit the *Travel and Reimbursement Information* page on Juno (via the *Resources and Training* tab) for links to policies and forms



The screenshot displays the Juno judicial network online portal. The header features the Juno logo, a search bar, and the text "Lawyer". Below the header is a navigation bar with links for Judicial Groups, Human Resources, Forms, Directories, Legal Memos, News, Policies, and Resources & Training. The Resources & Training link is highlighted in yellow. Below the navigation bar is a banner for eCourts, stating "eCourts Now Available in 38 Counties. Find information,". A dropdown menu is open under the Resources & Training link, showing options: Resources, Resource Library, Technology Initiatives and Resources, Travel and Reimbursement Information (highlighted in yellow), Training, and Training Announcements and Updates. The background of the banner shows a large "eCourts" logo.



ADDITIONAL QUESTIONS?

Visit this page on
Juno for links to
relevant policies...

Travel and Reimbursement Information

Summary

Learn how to book business travel and request reimbursement for travel and other routine expenses.

Policies

There are several Judicial Branch policies that provide information on allowable expenses and the required processes and forms that must be utilized to request reimbursement. All policies and forms are available on Juno.

- **Employees and Judicial Officials** are covered by the [Judicial Branch Travel Policy](#), which describes allowable expenses for lodging, meals, transportation, and the travel approval process for any employee whose position is paid in whole or in part by state, federal, local, or grant funds.
- **Members of Boards, Commissions, Committees and Councils** and other non-employees who are not serving in a case-related capacity are covered by the [Judicial Branch Travel Policy](#).
- **Fact witnesses and victims** are covered by the [Fact Witness Attendance Policy](#).
- **Expert witness fee and travel policies** can be found in the [Expert Witness Fee Policy](#).
- **Subsistence, per diem, lodging, and mileage rates** can be found in Appendix B of the [Judicial Branch Travel Policy](#).

Related Links

[Judicial Branch Travel Policy](#)

[Reimbursement Policy for
Routine Expenses](#)

[Travel Reimbursement
Request Form \(AOC-A-25\)](#)

[Request for Special Travel
and Training \(AOC-A-182\)](#)

[Job Aid: Travel Approval
Process Flow](#)

Subject

[Finance](#)
[Travel](#)



ADDITIONAL QUESTIONS?

Forms

The frequently used forms for travel and other reimbursement requests are listed below and are available on Juno. All forms should be submitted via email as PDF documents for prompt processing.

- [Travel Reimbursement Request \(AOC-A-25\)](#) should be submitted to AccountsPayable@nccourts.org within 30 days after the travel is completed.
- [Request for Special Travel and Training \(AOC-A-182\)](#) is used for prior approval of certain travel.
- [Employment Payment Verification Form \(AOC-A-224\)](#) allows employees to sign up for direct payments (this is a different system than the payroll direct deposit).
- [Reimbursement of Authorized Petty/Emergency Purchases \(AOC-A-7\)](#) should be used for petty cash expenses and other routine non-travel related reimbursements.
- [Prior Approval and Reimbursement for Working Lunches and Breaks \(AOC-A-214\)](#) is required for reimbursement of working lunches and refreshments/break service for meetings and events.
- [Reimbursement of Travel and Other Expenses Incurred by Non-Employees \(AOC-A-267\)](#) is used for reimbursement of travel and other expenses incurred by non-employees attending Judicial Branch-sponsored events or engaging in Judicial Branch business.
- [Employee Travel Advance Request \(AOC-A-212\)](#) for employees who travel on official Judicial Branch business. Personal funds be minimally required.
- [In-State and Out-of-State Witness Attendance Form \(AOC-CR-235\)](#) is used to certify service of process on witnesses.
- [Witness Attendance – Certification of Identity, Side Two \(AOC-CR-382\)](#) is used to provide identification for witnesses in order for AOC to process payment.

Resources

Federal GSA Per Diem Rates

Actual lodging in excess of standard state lodging rates is eligible for reimbursement up to the federal GSA lodging rates by city/county in effect at the time of travel, when the standard state lodging rate is not attainable or when there is a personal safety concern. This applies to in-state and out-of-state travel.

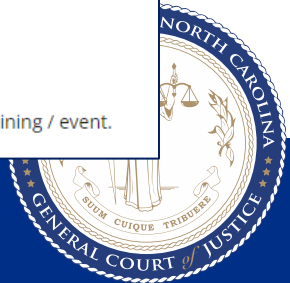
Maupin Travel: The Judicial Branch's Travel Agent

The Judicial Branch contracts with Maupin Travel to provide travel reservations and arrangements for employees, certain victims, fact witnesses, and contract interpreters. Airline reservations and hotel/lodging arranged through Maupin may be paid directly by NCAOC, in order that personal funds be minimally required. Maupin Travel can be accessed via an [online portal](#) or with assistance from a live agent over the phone.

Job Aid: Travel Approval Process Flow

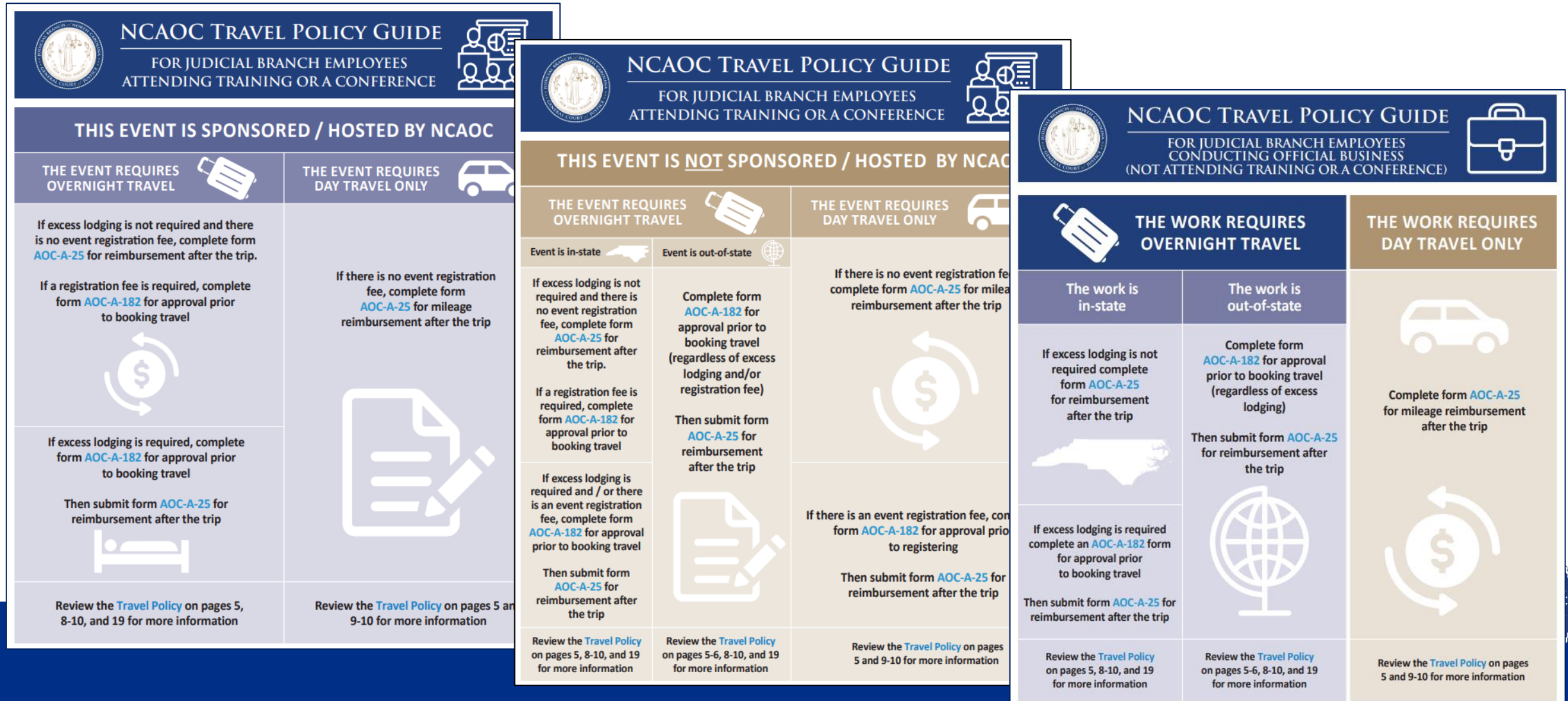
Consult this flow chart to determine the steps required to obtain prior approval for your specific type of travel or training / event.

... as well as forms and additional resources.



JOB AID: TRAVEL PROCESS FLOW CHART

Available at the bottom of the *Travel and Reimbursement Information* page on Juno





THANK YOU

Fiscal Services Division

Accounts Payable Team

AccountsPayable@nccourts.org