

**JUDICIAL BRANCH OF GOVERNMENT  
TRAVEL INFORMATION:SPRING PD CONFERENCE  
May 6-May 8, 2026  
SUBSISTENCE RATES**

The maximum daily allowable statutory rate (G.S. 138.6) for meals and lodging is \$135.60 (plus taxes) 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	\$ 10.10
LUNCH	\$ 13.30
DINNER	\$ 23.10
	(Actual Cost (your share if you share a room with others) Up to \$89.10 plus actual tax incurred)
LODGING	\$ 89.10
TOTAL	<u>\$ 135.60</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**

**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 for any meals unless in overnight status

If you have never submitted 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 5, 2026  
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 185 miles away.

May 6, 2026  
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 7, 2026  
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 8, 2026  
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 12:30pm  
\*\*If lodging is requested for Friday evening please contact Aaron Gallagher (aaron.m.gallagher@nccourts.org)

**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 (rental fee paid by employee and reimbursement issued).  
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](mailto:ids.employee.reimbursements@nccourts.org)

**MILEAGE CHART FROM COUNTY SEAT TO 2026 PD  
CONFERENCE IN CHEROKEE**

<b>COUNTY</b>	<b>COUNTY SEAT</b>	<b>MAXIMUM REIMBURSEABLE MILEAGE (ONE-WAY)</b>
DARE	MANTEO	564
CURRITUCK	CURRITUCK	478
HYDE	SWAN QUARTER	471
CAMDEN	CAMDEN	464
PASQUOTANK	ELIZABETH CITY	458
CARTERET	BEAUFORT	449
TYRRELL	COLUMBIA	446
PERQUIMANS	HERTFORD	443
GATES	GATESVILLE	433
CHOWAN	EDENTON	431
PAMLICO	BAYBORO	427
HERTFORD	WINTON	421
WASHINGTON	PLYMOUTH	416
ONslow	JACKSONVILLE	414
BERTIE	WINDSOR	410
CRAVEN	NEW BERN	409
BEAUFORT	WASHINGTON	400
PENDER	BURGAw	399
JONES	TRENTON	396
MARTIN	WILLIAMSTON	395
PITT	GREENVILLE	377
DUPLIN	KENANSVILLE	376
LENOIR	KINSTON	376
HALIFAX	HALIFAX	375
BRUNSWICK	BOLIVIA	372
NORTHAMPTON	JACKSON	371
NEWHANOVER	WILMINGTON	370
EDGECOMBE	TARBORO	366
GREENE	SNOW HILL	365
SAMPSON	CLINTON	358
WAYNE	GOLDSBORO	350
WILSON	WILSON	343
NASH	NASHVILLE	339
JOHNSTON	SMITHFIELD	325
WARREN	WARRENTON	324
COLUMBUS	WHITEVILLE	322
BLADEN	ELIZABETHTOWN	321
CUMBERLAND	FAYETTEVILLE	310
VANCE	HENDERSON	309
FRANKLIN	LOUISBURG	308
GRANVILLE	OXFORD	299
HARNETT	LILLINGTON	296
ROBESON	LUMBERTON	296

WAKE	RALEIGH	294
HOKE	RAEFORD	279
PERSON	ROXBORO	278
LEE	SANFORD	273
DURHAM	DURHAM	271
CHATHAM	PITTSBORO	264
SCOTLAND	LAURINBURG	262
ORANGE	HILLSBOROUGH	259
CASWELL	YANCEYVILLE	258
MOORE	CARTHAGE	252
ALAMANCE	GRAHAM	241
ROCKINGHAM	WENTWORTH	240
RICHMOND	ROCKINGHAM	239
MONTGOMERY	TROY	233
RANDOLPH	ASHEBORO	232
ANSON	WADESBORO	221
GUILFORD	GREENSBORO	220
STOKES	DANBURY	218
STANLEY	ALBEMARLE	213
ALLEGHANY	SPARTA	211
SURRY	DOBSON	197
UNION	MONROE	196
FORSYTH	WINSTON-SALEM	192
DAVIDSON	LEXINGTON	189
CABARRUS	CONCORD	186
YADKIN	YADKINVILLE	183
ROWAN	SALISBURY	178
DAVIE	MOCKSVILLE	170
MECKLENBURG	CHARLOTTE	165
ASHE	JEFFERSON	157
IREDELL	STATESVILLE	150
ALEXANDER	TAYLORSVILLE	146
WILKES	WILKESBORO	146
LINCOLN	LINCOLNTON	142
GASTON	GASTONIA	141
CATAWBA	NEWTON	131
WATAUGA	BOONE	131
CLEVELAND	SHELBY	120
CALDWELL	LENOIR	118
AVERY	NEWLAND	113
MITCHELL	BAKERSVILLE	106
BURKE	MORGANTON	104
RUTHERFORD	RUTHERFORDTON	100
MCDOWELL	MARION	83
YANCEY	BURNSVILLE	83
POLK	COLUMBUS	81
TRANSYLVANIA	BREVARD	74
CLAY	HAYESVILLE	66
HENDERSON	HENDERSONVILLE	65
CHEROKEE	MURPHY	59
MADISON	MARSHALL	56
BUNCOMBE	ASHEVILLE	50
GRAHAM	ROBBINSVILLE	41

<b>HAYWOOD</b>	<b>WAYNESVILLE</b>	<b>33</b>
<b>MACON</b>	<b>FRANKLIN</b>	<b>31</b>
<b>JACKSON</b>	<b>SYLVA</b>	<b>16</b>
<b>SWAIN</b>	<b>BRYSON CITY</b>	<b>13</b>