

**JUDICIAL BRANCH OF GOVERNMENT  
TRAVEL INFORMATION:SPRING PD CONFERENCE  
May 16-May 18  
SUBSISTENCE RATES**

TRSC

The maximum daily allowable statutory rate (G.S. 138.6) for meals and lodging is \$109.50 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	\$ 8.40
LUNCH	\$ 11.00
DINNER	\$ 18.90
LODGING	\$ 71.20 (Actual Cost, Up to \$71.20 plus actual tax incurred)
TOTAL	<u>\$ 109.50</u>

Mileage Reimbursement rate is .50 per mile IF AT LEAST TWO PEOPLE IN CAR  
Receipt Required for Parking. .25/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 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**

May 15, 2018

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 250 miles away.

May 16, 2018

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 17, 2018

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 18, 2018

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 12:45

**REIMBURSEMENT RATES FOR TRANSPORTATION**

RATE, PRIVATELY OWNED VEHICLE: Mileage rate is \$0.50 per mile as specified on conference mileage chart.

Check with Elisa Wolper at IDS on options for use of state rental car contract

A registration fee may be charged by the association, but 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.

## One way to Hilton Charlotte University Place

<i>FROM (County)</i>	<b>COUNTY SEAT</b>	<b>miles</b>	<b>est time in hrs.</b>	<b>mileage rate</b>	<b>max reimbursable amount (one-way)</b>
ALAMANCE	GRAHAM	116	2.02	0.5	118.52
BEAUFORT	WASHINGTON	263	4.75	0.5	268.25
BUNCOMBE	ASHEVILLE	135	2.5	0.5	138
CAMDEN	CAMDEN	323	4.6	0.5	328.1
CARTERET	BEAUFORT	314	5.5	0.5	320
CHATHAM	PITTSBORO	123	1.55	0.5	125.05
CHOWAN	EDENTON	294	4.25	0.5	298.75
CUMBERLAND	FAYETTEVILLE	134	2.48	0.5	136.98
CURRITUCK	CURRITUCK	341	5.16	0.5	346.66
DARE	MANTEO	345	5.14	0.5	350.64
DURHAM	DURHAM	135	2.3	0.5	137.8
FORSYTH	WINSTON-SALEM	72	1.17	0.5	73.67
GASTON	GASTONIA	30.9	0.37	0.5	31.77
GATES	GATESVILLE	297	4.36	0.5	301.86
GUILFORD	GREENSBORO	83	1.17	0.5	84.67
HENDERSON	HENDERSONVILLE	108	1.5	0.5	110
HOKE	RAEFORD	112	2.1	0.5	114.6
HYDE	SWAN QUARTER	323	4.57	0.5	328.07
MARTIN	WILLIAMSTON	261	3.49	0.5	264.99
MECKLENBURG	CHARLOTTE	11.9	0.16	0.5	12.56
NEWHANOVER	WILMINGTON	200	3.24	0.5	203.74
ORANGE	HILLSBOROUGH	128	2.2	0.5	130.7
PASQUOTANK	ELIZABETH CITY	323	4.55	0.5	328.05
PERQUIMANS	HERTFORD	307	4.35	0.5	311.85
PITT	GREENVILLE	241	3.35	0.5	244.85
POLK	COLUMBUS	90	1.38	0.5	91.88
ROBESON	LUMBERTON	128	2.18	0.5	130.68
SCOTLAND	LAURINBURG	95	1.49	0.5	96.99
TRANSYLVANIA	BREVARD	132	2.25	0.5	134.75
TYRRELL	COLUMBIA	264	4.15	0.5	268.65
WAKE	RALEIGH	158	2.3	0.5	160.8
WASHINGTON	PLYMOUTH	280	4.16	0.5	284.66