

**JUDICIAL BRANCH OF GOVERNMENT**  
**TRAVEL INFORMATION: Higher Level Felony Defense Training II**  
**January 10-11th, 2019**  
**SUBSISTENCE RATES**

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 .58 per mile effective January 1, 2019

Receipt Required for Parking.

100 mile rule does not apply for this multi-day event although use of rental cars is encouraged

**REIMBURSEMENT OF LODGING AND MEALS INCURRED WHILE TRAVELING TO CONFERENCE**

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

**Considered in overnight status if the closer of home or duty station is at least 35 miles from Chapel Hill location**

**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, please list roommate and each of you must attach the hotel folio**

**If this is the first time you will be reimbursed by Judicial Branch, please contact Veronica Pipkin at 919-890-1646 to set you up in our system**

January 10, 2019

Monday

starts at 12:15

Lunch: Allowed if will be in overnight status and leave duty station prior to noon  
Dinner: Allowed if you qualify for overnight status.  
Lodging: Allowed for Monday night if home or duty station at least 35 miles away

January 11, 2019

Tuesday

ends at 4:30 pm

Breakfast: Allowed if overnight status  
Lunch: Provided/Not Reimbursable  
Dinner: Allowed if were in overnight status and will arrive home after 8pm  
Lodging: Do not anticipate anyone needing to stay over Tuesday night

**REIMBURSEMENT RATES FOR TRANSPORTATION**

RATE, PRIVATELY OWNED VEHICLE: Mileage rate is \$0.58 per mile as specified on conference mileage chart.

**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.