

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

TRAVEL AUTHORIZATION

Effective Date: August 1, 2002
Original Effective Date: July 1, 2001
Reference: [G.S. 138-5](#), [G.S. 138-6](#), and [G.S. 138-7](#)

Purpose:

To establish policy regarding the uniform interpretation of Travel Policies and Regulations as contained in G.S. 138-5, G.S. 138-6, and G.S. 138-7 to pay or reimburse allowable state travel expenses pertaining to official travel and subsistence.

Policy Statement:

The Office of Education Services requires each employee traveling on official state business to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. All employee travel shall be accomplished in accordance with state rules and regulations.

All employees' **out-of-state travel** must be approved by the Superintendent of the Office of Education Services prior to confirmation of travel arrangements and payment of registration fees. All out-of-state travel requests will be reviewed by the Superintendent on a weekly basis, with notification of disposition within two days of review. It is the responsibility of each employee to initiate travel plans in a timely manner, in order to allow adequate time for the Superintendent's review.

The Superintendent of the Office of Education Services must also review these additional travel authorizations:

- Reimbursement of non state employee
- Out-of-country travel
- All travel for those staff positions with a direct reporting relationship.
- Registration Fee in excess of \$200
- All travel authorizations not approved in advance of travel. (Emergency only)
- In-state travel/excess over \$80 per night per hotel accommodations.
- Out of state/excess over \$100

Approval process:

Employee ► Supervisor ► Business Office ► Agency Director ► Superintendent

The Superintendent of the Office of Education Services **and** the DHHS Division of Budget, Planning and Analysis must also approve the following travel authorizations:

- Reimbursement to prospective professional employees (limited to two per vacancy)
- Reimbursement for passports

Approval process:

Director ► Business Office ► Superintendent ► BPA

The Superintendent of the Office of Education Services has delegated to the agency director the authority to approve the following travel authorizations:

- In-state travel/excess up to \$80 per night per hotel accommodations
- Blanket travel authorization for one or more types of exceptions or one or more travelers.
- Out of state travel/excess up to \$100

Approval process:

Employee ► Supervisor ► Business Office ► Agency Director

All **TRAVEL AUTHORIZATION** must be completed using the [Travel Authorization Form](#) (OES-0100), if one of the following applies:

- In-state travel requires an overnight stay, and is in excess of the standard lodging reimbursement rates (\$59.75 plus tax)
- Out-of-state travel is requested
- Out-of-country travel is requested
- Non-state employee is requesting reimbursement
- Registration fee must be paid in advance or if the registration fee is in excess of \$200.

*****Check appropriate box to indicate the type travel being requested*****

PROCEDURES FOR COMPLETING FORM

1. IDENTIFICATION SECTION:

Complete each block in the identification section except the Budget Code section, which will be completed by the Business Office.

2. **PURPOSE/REASON FOR TRIP:**

Enter name of conference or training and why you should attend. If travel is for any purpose other than a conference or training, enter destination and purpose of trip.

3. **ESTIMATED EXPENSES:**

Daily meals may be claimed only when the travel destination is located at least 35 miles from your regularly assigned duty station. **Lunch cannot be reimbursed if travel does not include an overnight stay.** Calculate the number of meals you will need and enter the dollar amount in the designated columns.

****Note:** *Breakfast may only be claimed if you depart prior to 6:00 a.m.*

Lunch may only be claimed if you depart prior to Noon; or if you return to your duty station after 2:00 p.m.

Dinner may only be claimed if you depart prior to 5:00 p.m.; or if you return to your duty station after 8:00 p.m.

Meal reimbursement will be as follows:

<u>In State</u>		<u>Out of State</u>	
Breakfast	\$7.00	Breakfast	\$7.00
Lunch	9.25	Lunch	9.25
Dinner	15.75	Dinner	17.75
Lodging	59.75	Lodging	71.00

****Any meals included in the registration fee are not reimbursable in the “subsistence” column.**

Hotel expenses may be reimbursed at the base rate plus any taxes that may be added to the base rate.

Enter the number of nights you will need to spend and the cost per night. **Excess hotel** costs are any amount above \$59.75 per night plus tax for in-state travel and \$71.00 per night plus tax for out-of-state travel.

Registration Fees are reimbursable at the actual amount of convention registration fees as shown by a valid receipt or invoice. If registration fee exceeds \$200, enter the amount in the appropriate place. The OES Superintendent must approve all excess registration requests.

If registration is required in advance, check the “Advance Registration” box and enter the COMPLETE address in the section provided to which the Controller’s Office will send the check and registration form.

*****IMPORTANT: A copy of the announcement of the training/conference that specifies dates, agenda, costs and inclusions (if any) must be attached to your request to be used for auditing purposes.***

All requests should be completed and in the Business Office at least two weeks prior to the time of the event. If advance registration is required, the request should be submitted 3 weeks prior to the event in order to allow for processing time. Please alert the Business Office if those time frames cannot be met.

Travel Mode: Check the appropriate box to designate mode of travel. You must fill in the cost if you plan to rent a vehicle, or travel by air, rail or bus. If you plan to travel using your private auto, estimate the total mileage and calculate the amount using the approved mileage reimbursement rate. Enter the calculated amount in the "Estimated Amount" column. If "other" modes of transportation such as a taxi, shuttle or other modes are anticipated, enter the estimated cost under "rental car" and specify type transportation.

TOTAL ALL OF YOUR ESTIMATED EXPENDITURES

(subsistence/registration/mode of transportation) and enter that amount in the designated column.

TRAVEL ADVANCE:

If a travel advance is requested, check the appropriate box and enter the amount requested. Remember to deduct anything that will be paid directly by the Controller's Office such as advance registration and any travel handled through a travel agency. The Business Office will verify funds available per request. Once Director and/or Superintendent approve travel, the form should be returned to the Business/Office Manager for submission.

Travel Advances must be submitted 15 days prior to the travel date in order to be processed. Travel Advances will be mailed out within five days prior to your trip.

*****Note: In addition to this form, Form OES-0200 Employee Advance Request must be completed before an advance can be issued*****