

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

TRAVEL REIMBURSEMENT REQUEST

Effective Date: December 22, 2005
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:

OES employees are responsible for submitting their request for travel reimbursement. All reimbursement requests must be filed on [Form BD-403](#) within 30 days after the travel period ends for which reimbursement is being requested. Travel period is defined as the calendar month during which the travel occurred. The following general guidelines should be used when requesting travel reimbursement.

Specific dates of travel must be listed on the travel reimbursement form.

Time of departure and time of arrival must be listed on the travel reimbursement form.

1. Overnight Status:

Employees are eligible for subsistence rates for partial days of travel when the partial day is the day of departure or the day of return. To be eligible, the employee must:

- Breakfast-depart duty station prior to 6:00a.m.
- Lunch-depart duty station prior to 10:00am (day of departure)-return to duty station after 2:00pm (day of return)
- Dinner-depart duty station prior to 5:00p.m. (day of departure)-return to duty station after 8:00p.m. (day of return)
- The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity)

2. Non-Overnight Status

Allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for the breakfast and dinner allowance, if not in overnight travel status the employees must:

- **Breakfast:** Depart duty station prior to 6:00am and extend the normal workday by two (2) hours.
- **Dinner:** Return to duty station after 8:00 p.m. and extend the normal workday by three (3) hours.

To be eligible for both meal allowances the employee must have worked five (5) hours longer than the normal workday.

The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity)

Employees may be reimbursed for lunch when the employee's job requires his attendance at such meeting and the meal is preplanned as part of the meeting. A receipt and copy of agenda are required for reimbursement. Employees are limited to the meal subsistence rate.

2. Lodging

Reimbursement for lodging must be supported by an original receipt from the lodging establishment. Actual cost of lodging up to approved subsistence rate is reimbursed. If lodging exceeds the approved subsistence rate, a travel authorization form (OES-0100) must be completed in advance of travel departure. Reimbursement in excess for lodging will not be paid if authorization is not granted in advance.

State employees are eligible for daily subsistence rates when traveling on official business. The following schedule shall be used for reporting allowable daily subsistence rates:

| <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 |

3. Transportation

Employees are encouraged to take advantage of the use of motor fleet vehicles for business purposes, whenever possible.

For employees driving their personal vehicle, map mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination and return.

Employees who elect to drive their personal vehicle verses driving a state car on trips where the round trip mileage is **60 miles** or less will be reimbursed at the IRS mileage rate (**currently 44.5 cents per mile**)

For round trips over 60 miles, the employee will be reimbursed at the motor pool rate (**25 cents per mile as of July 1, 2004**).

Employees who do not have access to Motor pool and/ or to an agency assigned motor fleet vehicle will be reimbursed at the prevailing IRS mileage rate regardless of the mileage involved in the trip.

Except that a mileage reimbursement rate set by any other law by reference to G.S. 138-6(a) (1), mileage reimbursement rates for members of State Boards, Commissions, Committees, and Councils are established at 25 cents per mile, not the IRS rate.

Parking fees, tolls and storage fees are reimbursable, as long as receipts are available.