



Travel Policy & Procedure

FINANCIAL SERVICES DIVISION
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This Travel Policy is intended to provide the basic laws, rules, policies, and procedures that must be followed in carrying out the required responsibilities on behalf of the NC Department of Labor (NCDOL). In accordance with NC General Statutes (NCGS) and the NC Office of State Budget and Management (OSBM) State Budget Manual, the Commissioner of the Labor is responsible for administering NCDOL's travel requirements as set forth by NCGS §143B-10(a). The administration of this Travel Policy shall be delegated to the Department's Chief Financial Officer (CFO) of the Financial Services Division by the Commissioner of Labor.

RELATED LAWS, RULES, AND POLICIES:

- A. NCGS §93B – 5, Occupational Licensing Boards.
- B. NCGS §138 – NC Human Resources Act Salaries, Fees, and Allowances.
- C. NCGS §143 – 341(7a)
- D. NCGS §143 – 341(8)(i)(7)
- E. NCGS §143B – Executive Organization Act of 1973; NCGS §143B – 10. Powers and Duties of Heads of Principal Departments.
- F. 9 North Carolina Administrative Code 3A – Organization
- G. Office of State Budget and Management (OSBM) State Budget Manual, Section 5, Travel Policies and Regulations, Revised January 2019
- H. NCDOL Telework Policy – Refer to NCDOL Intranet – Policies and Procedures
- I. NCDOL Mobile Communication Device Policy
- J. Information Resources and State Equipment Acceptable Use
- K. State Term Contract 975B Vehicle Rental Services
- L. Motor Fleet Management Rules and Regulations

5.0 TRAVEL POLICIES AND REGULATIONS

5.0.1 Purpose

Statutory regulations for per diem, transportation, and subsistence allowances for State Departments, Agencies, Boards, Commissions, Committees, and Councils are contained in NCGS §138-5, §138-6, and §138-7. It is the intent of this section to provide statements of policy to enable a comprehensive reference for uniform interpretation to pay or reimburse allowable NCDOL travel expenses pertaining to official travel and subsistence. The travel rates and reimbursement amounts found within this NCDOL Travel Policy generally represent upper not to exceed limits. NCDOL is not prohibited from establishing lower rates or more conservative agency policies.

5.0.2 Employee Responsibility

An employee traveling on official NCDOL business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official NCDOL business are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Pursuant to NCGS §138-6(c), requests for reimbursement shall be filed within thirty (30) days after the travel period ends for which the reimbursement is being requested.



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Special Note: All employees must submit actual/legitimate receipts that are detailed and legible for costs incurred on items requiring a receipt (*i.e., lodging, parking, vehicle washes, toll booths, etc.*) in order to process and finalize the travel reimbursement request. The CFO of the Financial Services Division will make exceptions on a case-by-case basis only if the receipts are legitimately lost/destroyed and no other proof of payment is available. The employee must submit a request in writing and is approved through the employee's normal chain-of-command within their organizational structure.

Special Note: All efforts must be made to stay within daily lodging per diem and subsistence rates for routine business travel. For lodging or rental vehicle reimbursement, an actual/legible receipt is required for the costs incurred that must be listed under the employee's name in order to process and finalize the travel reimbursement request.

Special Note: A travel period is defined as the calendar month during which the travel occurred from the first day an employee enters travel status through the last day of travel status for that given timeframe. Travel reimbursement requests must be submitted within thirty (30) days after a travel period (calendar month) has ended. In accordance with the OSBM budget manual, any employees filing for travel reimbursement that exceed beyond the thirty (30) day timeframe must submit a valid justification documenting the late submission request that is approved by the employee's supervisor and/or manager.

Special Note: In accordance with NCGS §143B-426.39, NCDOL must comply with depositing money electronically into an employee's bank account. It is important that all employees establish a bank account under the "Travel Expenses" tab in the Integrated HR-Payroll System (aka beacon). This is separate from the "Main Bank" tab required for payroll deposits. Once the Travel Expense tab is created it will establish a new record within the State's accounting system so the employee can start receiving travel reimbursement payments via direct deposit. Additional instructions on how to setup the "Travel Expenses" tab can be found starting on page 11 on the [OSC job aid](#) weblink.

5.0.3 Official State Business

This Travel Policy is intended to apply only to employees or other persons on official NCDOL business. Official State business occurs when the employee or other person is traveling to attend approved job-related training, work on behalf of, officially represent, or provide a NCDOL service upon the State's request. Travel that would not directly benefit NCDOL will not be reimbursable.

5.0.4 Accountability

NCDOL will comprehensively review and update their internal travel policies and procedures, consistent with the OSBM budget manual on a periodic basis. NCDOL management is responsible for implementing a system of controls to ensure proper oversight, compliance, and accountability with this Travel Policy.

5.1 TRAVEL POLICIES FOR STATE EMPLOYEES

5.1.1 Per Diem Compensation

Per Diem compensation is not applicable for NCDOL employees; it is only to members of State Boards, Commissions, Committees and Councils who do not receive any salary from state funds for their services.



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5.1.2 Subsistence Rates (*Meals & Lodging*)

Subsistence is an allowance related to lodging and meal costs (*including gratuities*) in accordance with NCGS §138-6. For purposes of determining eligibility for allowances, travel status means being away from the employee's normal duty station or home and, while traveling, the employee must be acting in their official capacity as required by the assigned work activities.

For the current biennium, the maximum allowable statutory rate for meals and lodging (*subsistence*) is \$135.60 for in-state travel and \$154.90 for out-of-state travel. The OSBM Budget Director revises the subsistence rate periodically based on the percentage change in the Consumer Price Index for All Urban Consumers in accordance with NCGS §138-6(a)(5). The payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging is allowed in addition to the lodging rate and is to be paid as a lodging expense pursuant to NCGS §138-6(a)(3). The employee may exceed the part of the ceiling allocated for lodging without approval for over-expenditure provided that the total lodging and food reimbursement that the employee is entitled to for that day does not exceed the maximum allowed daily subsistence pursuant to NCGS §138-6(a)(3). The current rates may be found in OSBM's State Budget Manual at: <http://www.osbm.state.nc.us>. The following schedule (*effective July 1, 2023*) shall be used for reporting allowable subsistence expenses incurred while traveling on official NCDOL business:

	In-State	Out-of-State
Breakfast	\$10.10	\$10.10
Lunch	\$13.30	\$13.30
Dinner	\$23.10	\$26.30
Lodging (actual, up to)	\$89.10	\$105.20
Total	\$135.60	\$154.90

5.1.3 Tips and Gratuity

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. For further guidance, the following information is provided when calculating a cash tip:

- Airports: Baggage Handling/Skycaps/Shuttle Drivers = employees can be reimbursed without a receipt for a total not to exceed four dollars (\$4) per bag per occurrence.
- Parking/Auto-Related: Valets = employees can be reimbursed without a receipt for a total not to exceed four dollars (\$4) per vehicle when collecting the vehicle.
- Taxi, car service, or mobile phone-ordered car service = employees can be reimbursed without a receipt for a total not to exceed five dollars (\$5) per occurrence; tips that exceed the five dollars (\$5) cash allowance must be documented on the actual receipt. Reimbursable tips must be considered reasonable when incurring costs in the performance of official NCDOL business.

Special Note: Employees will not be reimbursed for cash tips of more than four dollars (\$4) per bag round trip or two dollars (\$2) per bag each way, limited to two (2) bags for a maximum total of eight dollars (\$8). Employees will be reimbursed for the actual cost of checking two (2) bags maximum; receipt is required when filing for travel reimbursement.



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Overweight/oversized baggage charges will not be reimbursed unless a prior exception has been approved. Baggage handling tips and other tips (*except for meals or food service*) may be claimed as “Miscellaneous” when filing for reimbursement. Employees will not be reimbursed for tips left for housekeeping services.

5.1.4 Out-of-State Travel

Out-of-state travel status begins when the employee leaves the state and remains in effect until the employee returns to the state. However, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the same travel period.

5.1.5 Authorization for Lodging

Prior written approval by the Commissioner of the Labor or their designee must be obtained on a pre-travel authorization request (DOLB-8 or Blanket Travel forms) in order to qualify for reimbursement for overnight stays. Supervisory personnel certifying the reimbursement request as necessary and proper must require documentation from the traveler to substantiate that the overnight lodging was necessary and accomplished. The travel reimbursement calculations must involve the starting address of the employee's regularly assigned duty station or home, *whichever is less*, to the final travel destination, in order to receive approved reimbursement. Overnight lodging may only be authorized and paid to support business needs and final travel destinations that equal or exceed 35 miles, calculated from the employee's home or duty station, *whichever is less*, to the final travel destination. “Duty Station” is defined as the location where the employee is assigned. The designation of an employee's home as the duty station requires the approval of the Commissioner of the Labor or their designee.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve authorization for lodging and designation of the duty station. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure.

Special Note: All efforts must be made to stay within daily lodging per diem and subsistence rates for routine business travel. For reimbursement, an actual/legible detailed receipt is required for the lodging costs incurred that must be listed under the employee's name in order to process and finalize the travel reimbursement request. The submission must also include the approved pre-travel authorization request (DOLB-8 or Blanket Travel forms – *whichever is applicable*).

5.1.6 Reimbursement for Lodging

Each employee is responsible for their own request for travel reimbursement. Specific dates of lodging must be listed on the travel reimbursement request, which shall be substantiated by a receipt from a commercial lodging establishment along with an approved pre-travel authorization request (DOLB-8 or Blanket Travel forms – *whichever is applicable*).

Special Note: No reimbursement will be made for movies, room service, mini-bar fees, safes/security fees, or other personal, non-business expenses. No reimbursement will be made for data service (wi-fi) fees without a valid justification and approved by the employee's supervisor and/or manager.



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5.1.7 Excess Lodging

Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance from the Commissioner of the Labor or their designee. Upon prior written approval by the Commissioner of the Labor or their designee on a pre-travel authorization request (DOLB-8 or Blanket Travel forms), excess lodging is allowed for the following reasons:

- The employee is in a high-cost area and the current allowance is insufficient to secure lodging.
- The cost of the excess lodging is less than the cost of lower cost lodging plus transportation costs.
- The employee can submit in writing an opinion that their personal safety or security is unattainable within the current allowance.

Excess lodging authorization is not allowed for reasons of convenience or personal preference for the employee. The employee may exceed the part of the ceiling allocated for lodging without approval from Commissioner of the Labor or their designee provided that the total lodging and food reimbursement does not exceed the maximum daily subsistence. A listing of hotels that may provide the state rate can be located out on the NCDOL intranet under [NCDOL State Rate Hotels](#). Additional information is listed below.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve authorization for excess lodging. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. A Blanket Travel Authorization and/or DOLB-8 Travel Authorization form must be completed and approved in advance of trips involving excess lodging fees.

Special Note: Employees will be responsible for unauthorized costs and any additional expenses incurred that are for personal preference or convenience are prohibited while performing official NCDOL business. These include but are not limited to luxury accommodations or excessive costs for unjustified services such as movies, room service, mini-bar fees, safes/security fees, or other personal, non-business-related expenses that are for the convenience or personal preference of the employee.

5.1.8 Third Party Lodging

Reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is allowed only if NCDOL can document that per day lodging rates will cost less than standard in state or out of state lodging rates described within Section 5.1.2. Internal NCDOL approved third party lodging requests and payments must include documentation contained in travel or accounts payable records that provide evidence of savings to the State. Third party lodging agreements are not allowed among family members or where such agreements or payments create a financial conflict of interest to the traveling employee or other NCDOL staff. Third party lodging may include, yet is not limited to, online website house or room rental services. In each case where third-party lodging is being considered, the employee must provide NCDOL management all details regarding the arrangement, including the amount to be charged, the length of stay, projected cost savings compared to standard lodging rates and contact information. A signed rental agreement, or a reservation and receipt, and documentation of prior approval from the CFO of the Financial Services Division must be presented to receive reimbursement.



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5.1.9 Penalties and Charges Resulting from Cancellations

Penalties and charges resulting from the cancellation of travel reservations (*including airline, hotel, or other travel reservations and conference registration*) shall be NCDOL's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the agency. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges.

However, in the event of accidents, serious illness, or death within the employee's immediate family or other critical circumstances beyond the control of the employee, NCDOL management may authorize payment of the penalties and charges.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve payment of penalties and charges when the above conditions are met. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure.

5.1.10 Authorization for Meals

Prior written approval by the Commissioner of Labor or their designee must be obtained in order to qualify for reimbursement for meals. Supervisory personnel certifying the travel reimbursement request as necessary and must require documentation from the traveler to substantiate that the payment for meals was necessary and accomplished.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve authorization for meals. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Approval of the Blanket Travel Authorization and/or the DOLB-8 Travel Authorization Request form is acceptable when no excess meal charges exist.

5.1.11 Reimbursement for Meals

Each employee is responsible for their own request for travel reimbursement. Tips for meals are **included** in the meal allowance. Each meal reimbursement rate must be listed on the Travel Reimbursement Request form. Departure and arrival times must also be listed on the Travel Reimbursement Request form. The costs of meals included in other related activities (*registration fees, conference costs, hotel registration, etc.*) **may not be duplicated in travel reimbursement requests**. An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast. If funding sources involve federal or non-state sources (*receipts*) and the overseeing grant entities allow travel reimbursement rates that exceed the state reimbursement rates and per diem amounts, NCDOL shall utilize the lower state rates. Exceptions to this policy can be approved by the Commissioner of Labor or their designee and must be included in the federal or non-state grant records.

Special Note: NCDOL Division Directors, bureau chiefs, managers and/or supervisors approving travel reimbursements requests for meals are certifying that all state policies and regulations have been met and that meal costs are not duplicated. Any meal rates that exceed the current state rate must be pre-approved in writing by the respective Division Director, Chief of Staff, and the CFO of the Financial Services Division.



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5.1.12 Meals During Overnight Travel

Employees may be reimbursed for meals, including lunches, while on official NCDOL business when the employee is in overnight travel status. Employees may be reimbursed for meals for partial days of travel when in overnight travel status and the partial day is the day of departure or the day of return. The following applies:

- **Breakfast:** depart duty station before 6:00 a.m.
- **Lunch:** depart duty station before Noon (*day of departure*) or return to duty station after 2:00 p.m. (*day of return*).
- **Dinner:** depart duty station before 5:00 p.m. (*day of departure*) or return to duty station after 8:00 p.m. (*day of return*).
- The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, *whichever is less*.

5.1.13 Meals During Daily Travel

The Commissioner of Labor has elected **not** to implement Section 5.1.13 for NCDOL employees due to the IRS tax implications. Unless otherwise specified in NCGS §138.6, meals cannot be reimbursed unless the employee is in **overnight** travel status.

Special Note: The Internal Revenue Service (IRS) considers meal reimbursement outside of overnight travel status as taxable compensation payments. If an employee receives breakfast, lunch, or dinner under this section, then NCDOL must treat the payment as employee compensation for purposes of withholding federal, state, and FICA taxes. The Office of State Controller (OSC) has established payroll system payment mechanisms to ensure withholding of taxes for meal compensation under this section. **The Commissioner of Labor has authority to implement the above section as part of the NCDOL travel policy and has chosen not to implement it due to IRS tax implications.** This guidance ensures all employees are aware of the IRS tax implications and this information is included as a reference within NCDOL's internal travel policy and procedures manual.

5.1.14 Meals and Day-to-Day Activities

NCDOL employees may not be reimbursed for meals in conjunction with a congress, conference, assembly, convocation, or meeting, or by whatever name called, of the employees within a single State Department, Institution or Agency, or between the employees of two or more State Departments, Institutions or Agencies to discuss issues relating to the employee's normal day-to-day business activities.

5.1.15 Meals for Required Employee Attendance

NCDOL employees may be reimbursed for meals, including lunches, when the employee's job requires their attendance at the meeting of a Board, Commission, Committee, or Council in their official capacity and the meal is preplanned as part of the meeting for the entire Board, Commission, Committee or Council. Such Board, Commission, Committee, or Council must include persons other than the employees of a single State Department, Institution, or Agency.

5.1.16 Meals and Commercial Air Travel (*OSBM deleted from January 2019 policy revision*)



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5.1.17 Excess Meals

No excess reimbursement will be allowed for meals unless there are predetermined charges, or the meals were for out-of-country travel. The Commissioner of Labor or their designee may grant excess subsistence for meals for out-of-country travel.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve the authorization for excess meals. Meal rates that exceed the current state rate must also be pre-approved in writing by the respective Division Director, the Chief of Staff, and the CFO of the Financial Services Division.

5.1.18 Registration Fees

State law allows reimbursement of the actual amount of registration fees as shown by a valid receipt or invoice in accordance with NCGS §138.6.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve registration fees for official work-related conferences, conventions, etc. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. A DOLB-8 Travel Authorization form must be completed and approved in advance unless being paid through E-Procurement.

5.1.19 Membership Dues

Membership dues paid from NCDOL funds to organizations must be kept to a minimum per OSBM policy. The Commissioner of Labor or their designee must review and approve all memberships to determine that the benefits accruing from such memberships are worthwhile to the State. Reimbursement for the actual amount of the membership dues is allowable with a valid receipt or invoice.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve membership dues for official work-related organizations. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. A DOLB-8 Travel Authorization form must be completed and approved in advance unless being paid through E-Procurement.

5.1.20 Passports

Reimbursement for costs incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of their duties, is required to travel overseas in the furtherance of official NCDOL business. Passport expenses are chargeable to the same fund that supports the employee's trip.

5.1.21 Transportation by Common Carrier

Reimbursement for air, rail, or bus fare is limited to actual coach fare, substantiated by receipts. Reimbursement for fees for check-in, seat assignments, and baggage is limited to actual costs substantiated by the receipt.

Special Note: Additional airline charges for premium seating, first-class, or other expenses for the employee's convenience will be the employee's responsibility.



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5.1.22 Super Saver Rates

When traveling by common carrier to conduct official NCDOL business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the state of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the Commissioner of Labor or their designee, the amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence. For example, when the reduced airfare rates require staying overnight one Saturday night, to be eligible for reimbursement, the NCDOL employee must stay overnight on the Saturday closest to the first or last day of official NCDOL business to which the employee is attending. With sufficient justification, the Commissioner of Labor or their designee can make an exception to this requirement prior to travel commencing.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve additional travel days when the above conditions are met. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.1.23 Transportation by International Flights

Employees traveling internationally on overseas flights may be reimbursed actual business class fare (*substantiated by receipt*) with prior approval of the Commissioner of Labor or their designee.

Special Note: All international travel must be approved by the respective Division Director, the Chief of Staff, and the CFO of the Financial Services Division. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.1.24 Coupons or Certificates for Reduced Air Fare

Coupons or certificates for reduced air fare if acquired by an employee while traveling on official business at NCDOL's expense are the property of the State and should be used, to the extent possible, by the employee on future NCDOL business trips.

5.1.25 Fees and Service Charges

With sufficient justification and documentation and with approval of the Commissioner of Labor or their designee, employees can be reimbursed for usual, customary, and reasonable fees and service charges imposed by travel agents for assistance in making travel arrangements.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve additional fees and service charges when the above conditions are met. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Employees making travel reservations should carefully review all travel confirmations to ensure that all dates, times, flights, etc. are correct so that any corrections can be made in a timely way to avoid additional charges/penalties. Any additional charges incurred for failure to check travel documents will be the employee's responsibility.



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5.1.26 Transportation by Personal Vehicle

It is the intent of NCDOL that employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the State. With regard to passenger vehicle travel, whether in-or out-of-state, agency travel policies shall:

- Maximize utilization of state-owned vehicles (*agency-owned or agency-assigned vehicles owned by the Department of Administration*).
- Make use of State term contracts for short-term rentals from the State Term Contract 975B Vehicle Rental Services. NCDOL has account NC53DOL established with [Enterprise](#) for vehicle rentals and the associated billing account is 17044890.
- Reimburse for use of personal vehicles on a limited basis in situations when the use of state-owned vehicles or state term contract rental vehicles are not readily available.

The Commissioner of Labor encourages NCDOL management to establish internal policies that promote efficient travel, such as ride-sharing. When state-owned resources are not available, NCDOL may procure vehicles through the State's term contracts or reimburse use of personal vehicles; or if an employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (*and return*). An employee shall be reimbursed the business standard mileage rate set by the Internal Revenue Service ([67 cents per mile effective January 1, 2024](#)) when using their personal vehicle for NCDOL business. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained. **Fines for traffic and parking violations are the responsibility of the employee.** Internal NCDOL exceptions to this policy can be granted by the Commissioner of Labor, or their designees, if NCDOL management has a unique and clearly documented business need that is not directly addressed by the OSBM budget policy. These exceptions are public records and shall be made available upon request by OSBM staff, auditors or interested third parties.

Special Note: If staff chooses to use a personal vehicle when state-owned resources are not available, then actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (*and return*). Employees choosing to drive a personal vehicle on a permanent basis shall be reimbursed at the Motor Fleet Management (MFM) rate of 36 cents per mile. If an employee elects to use a personal vehicle on a permanent basis, the '[Transportation by Personal Vehicle – Use and Mileage Reimbursement Acknowledgment](#)' request form must be completed and approved by NCDOL management.

Special Note: In accordance with the [NCDOL Exceeding Posted Speed Policy](#), when a NCDOL employee has been temporarily or permanently suspended from driving a state-owned vehicle due to violating MFM rules and regulations, the employee will be reimbursed mileage at the MFM rate of 36 cents per mile when driving their personal vehicle for official NCDOL business.

Special Note: When a NCDOL employee has been permanently assigned MFM state vehicle and elects to drive their personal vehicle on a one-time basis for transportation in lieu of an assigned state resource, the employee will be reimbursed mileage at the MFM rate of 36 cents per mile when driving on official NCDOL business.



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5.1.27 Transportation by a Rental Vehicle

For both in-state and out-of-state travel, rental vehicles shall be obtained through the State's term contracts when available. Unless prior approval has been obtained from the Commissioner of Labor or their designee, the employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State's term contract for short-term vehicle rentals. No reimbursement will be made for rental insurance purchased because NCDOL employees are covered under the State's auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in official NCDOL business during travel to international destinations. **Rental vehicles are not authorized for personal use!**

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve authorization for rental vehicles. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Prior approval of a Blanket Travel Authorization or DOLB-8 Travel Authorization Request form is required for each trip involving a rental vehicle. For reimbursement, an actual receipt is required for the rental costs incurred that must be listed under the employee's name in order to process and finalize the reimbursement request. Rental vehicles are not to be used solely at NCDOL's expense for the convenience or personal preference of the employee. No reimbursement will be made for auto insurance, GPS rental, gas purchases through a rental agency, or other optional equipment without a valid justification and prior approval from NCDOL management.

5.1.28 Transportation by State Vehicle

Procedures for obtaining and using State vehicles owned by the Division of Motor Fleet Management (MFM) under the Department of Administration are set out in the [Rules & Regulations](#) provided by that State Department.

Special Note: NCDOL staff must include a copy of the MFM travel log along with the car wash receipt for verification and audit purposes. NCDOL employees responsible for or permanently assigned to Motor Fleet Management (MFM) vehicles are permitted to have these vehicles washed/cleaned as needed **but not to exceed a total cost of twenty dollars (\$20) per month**. Employees can be reimbursed a cash tip without a receipt for a total not to exceed three dollars (\$3) per vehicle wash, not to exceed two (2) vehicle washes per month. If the tip exceeds the three-dollar (\$3) cash allowance, then actual tip costs must be documented on the receipt. Reimbursable tips must be considered reasonable when incurring costs in the performance of official NCDOL business.

5.1.29 Transportation by Chartered Aircraft

The use of charter aircraft must be approved by the Commissioner of Labor, or their designee provided the following is substantiated and put in writing:

- A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
- The use of a charter flight is more economical than a commercial flight.
- The use of a charter flight is necessary because of unusual travel circumstances.

Special Note: Any use of charter aircraft must be approved by the respective Division Director, the Chief of Staff, and the CFO of the Financial Services Division. Prior approval of a DOLB-8 Travel Authorization Request form is also required.



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5.1.30 Transportation by Use of Aircraft Owned by a State Employee (*OSBM deleted from January 2019 policy revision*)

5.1.31 Transportation Non-State Employee Riders

Non-state employees may accompany NCDOL employees in state-owned vehicles when these individuals have a business interest in the purpose of the trip and their presence is related to NCDOL business. Students at state universities, colleges, and institutions may be passengers in state-owned vehicles to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved.

Spouses and children of NCDOL employees may **not** accompany staff in state-owned vehicles, and all travel is strictly for official NCDOL business in accordance with NCGS §143-341(8)(i)(7) grants Department of Administration rule-making authority in this area. **Hitchhikers are not permitted to ride in state-owned vehicles!**

5.1.32 Transportation by State Vehicle at Destination

At the employee's destination, state-owned vehicles may be used prudently for travel to obtain meals and for de-minimis personal purposes. Examples of de-minimis personal travel would include stopping for lunch, picking up a prescription at a pharmacy and related errands. No common carrier or public transportation fares are reimbursable on a trip on which an employee uses a state-owned vehicle, unless it is shown that such transportation was more economical in a particular situation.

5.1.33 Commuting

No reimbursement shall be made for the use of a personal vehicle in commuting from an employee's home to their duty station. (*No mileage reimbursement is allowed to employees on "call back" status.*) For the State's policy on compensation to employees in call back status, refer to the OSHR's Human Resources Manual.

5.1.34 Use of Public Safety Vehicle for Commuting

No employee shall be exempt from payment of reimbursement for commuting except as provided for in accordance with NCGS §143-341(7a). The provisions of this rule do not apply to clearly marked police and fire vehicles or unmarked law-enforcement vehicles that are used in undercover work and are operated by full-time sworn law enforcement officers whose primary duties include carrying a firearm, executing search warrants, and making arrests.

The Department of Administration shall report quarterly to the Joint Legislative Commission on Governmental Operations on individuals who use state-owned vehicles between their official duty stations and their homes, who do not reimburse the State for these trips. The rate of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law and shall be determined by the Department of Administration. Reimbursement shall be for 20 days per month regardless of how many days the individual uses the vehicle to commute during the month. Reimbursement shall be made by payroll deduction each month from the employee's check and deposited as a refund of expenditure to the fund/center and account where the Motor Fleet bill is paid.



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5.1.35 Travel to/from Airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (*whichever is less*) and the nearest airline terminal (*or train/bus station if applicable*) and for parking is authorized for travel under the following circumstances:

- Taxi, car service, mobile phone-ordered car service, or airport shuttle – actual costs including tip documented on actual receipt.
- Private car - the business standard mileage rate set by the IRS for a maximum of two (2) round trips with no parking charge, or for one (1) round trip with parking charges. Receipts are required for airport parking claims.
- Use of public transportation – in lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts for a total not to exceed five dollars (\$5) for each one-way trip from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

5.1.36 Travel to/from Airport at Employee's Destination

Reimbursement for travel to and from the airline terminal (*or train/bus station if applicable*) at the employee's destination may be made where travel is the most economical mode available as listed below:

- Taxi, car service, mobile phone-ordered car service, or airport shuttle – actual costs including tip documented on actual receipt.
- Rental vehicles - may be used with the prior approval of the Commissioner of Labor or their designee (receipt required).
- Use of public transportation – in lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts for a total not to exceed five dollars (\$5) for each one-way trip either from the airport to the hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

Special Note: Employees should use the least expensive mode of transportation to/from airports. NCDOL Division Directors are designated by the Commissioner of Labor to approve authorization for other modes of transportation. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Prior approval of a DOLB-8 Travel Authorization Request form is required for each trip involving costs for other modes of transportation.

5.1.37 Parking

With an appropriate receipt, parking expenses are reimbursable while in the course of conducting official NCDOL business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to NCDOL as low as possible.

Special Note: For airport parking, employees are encouraged to park utilizing [Park-RDU Economy](#), formerly RDU Park and Ride. Currently, parking at RDU airport has a maximum reimbursement of twelve dollars (\$12) per day at Lots #3 and #4 (effective 04/01/2023). Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. An example of excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip. This will vary depending on the cost of taxis or shuttles, and the length of time a personal vehicle would be parked at the airport.



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5.1.38 Travel Involving Trips Other than to and from the Airport

The actual cost of taxi and shuttle service fares are reimbursable when required for travel on official NCDOL business. The request must be documented with a receipt. The use of public transportation is reimbursable for actual costs with a receipt.

5.1.39 Authorization for Out-of-Country Travel

All out-of-country travel must be authorized by the Commissioner of Labor or their designee. Out-of-country travel status begins when the employee leaves the country and remains in effect until the employee returns to the country.

If the employee and other qualified official travelers use hotel and meal facilities located outside North Carolina, but within the continental U.S., immediately prior to and upon returning from out-of-country travel but during the same travel period, out-of-state subsistence rates shall apply.

Special Note: Any international travel must be approved by the respective Division Director, the Chief of Staff, and the CFO of the Financial Services Division. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.1.40 Travel Advances

All employees who travel on official NCDOL business may be issued advances when authorized by the Commissioner of Labor or their designee in order that personal funds will not be required. Fiscal records must be maintained by NCDOL management for proper internal control. Eligibility for temporary travel advances and reporting requirements are as follows:

- Temporary travel advances for occasional travel shall not exceed the estimated cost of the trip and be accompanied by a DOLB-8 pre-travel authorization request. Temporary travel advances must be deducted from the reimbursement request on the travel expense report that is to be submitted within thirty (30) days after the travel period or prior to OSC's annual state fiscal yearend deadline for repaying travel advances, *whichever comes first*.

Special Note: Temporary travel advances may not be issued more than five (5) working days prior to the date of departure. NCDOL Division Directors are designated by the Commissioner of Labor to approve the issuance of travel advances within the above regulations. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure.

Special Note: **Permanent travel advances have been discontinued.** All travel advances issued to employees will be temporary in nature for employees who travel on official NCDOL business. Temporary travel advance requests should be submitted three (3) weeks prior to the travel date of departure. Travel advance request approvals during the month of June will be handled on a case-by-case basis by the CFO or their designee to ensure all funds will be repaid prior to the closeout of the state fiscal year. Temporary travel advances cannot be requested for mileage only trip requests. The initial travel advance must be settled before any other travel advance is issued. Excess travel advance funds must be repaid promptly upon return of the trip to the Financial Services Division.



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5.2 TRAVEL POLICIES FOR STATE OFFICIALS

5.2.1 Political Functions

State officials, both elected and appointed, sometimes attend political functions or meetings. The following policies are intended to be guidelines for the payment from state funds for travel and subsistence costs surrounding the attendance of state public officials at political functions or meetings.

5.2.2 Travel Related to a Political Function

No agency funds may be used to pay travel and/or subsistence costs for a state official while attending a political function or meeting. In the event a state-owned aircraft is used, the reimbursement rate will be the actual operating cost rate per flight hour. If a state-owned vehicle is used, the reimbursement rate to NCDOL will be the current MFM rate. Determining whether travel is political in nature is the responsibility of NCDOL.

5.2.3 All Other Travel

Travel reimbursement policies for all other travel for State Officials are the same as for NCDOL employees.

5.3 TRAVEL POLICIES FOR MEMBERS OF STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS (OTHER THAN LICENSING BOARDS AND MEMBERS OF THE GENERAL ASSEMBLY)

5.3.1 Per Diem Compensation

Members of State Boards, Commissions, Committees, and Councils are authorized, pursuant to NCGS §138-5(a)(1), to receive a fifteen dollar (\$15) per day stipend or per diem compensation for their official service. NCDOL staff and members of all State Boards, Commissions, and Councils whose salaries or any portion of whose salaries are paid from state funds shall receive no per diem compensation that would be in addition to their salaries or hourly pay rates that are funded from state funds for their services.

Internal Revenue Service (IRS) audit responses issued in 2016 and 2017 have for certain boards concluded that these stipends or per diem compensation payments should be treated as employee compensation for purposes of federal and state withholding tax and FICA tax. As a result, boards, commissions, committees, and councils should consult their respective General Counsel or tax attorney to ensure compliance with IRS employee compensation requirements.

The Office of State Controller (OSC) has also established payroll system payment mechanisms to ensure withholding and FICA tax deductions are deducted from applicable member stipend or compensation payments. If your board or commission does not utilize the OSC payroll system, you should contact your payroll provider for assistance.

Special Note: Contact the CFO of the Financial Services Division for any board members that request to receive a stipend. The per diem information does not apply to mileage or subsistence reimbursement requests.



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5.3.2 Subsistence

Subsistence (*meals*) for members of State Boards, Councils, Commissions, or Committees is the same as those for employees if meals are not furnished. Meals may be furnished if preplanned as part of the meeting for the entire board, commission, committee, or council while on official NCDOL business. Meals that are furnished to the entire board, commission, committee, or council may include required staff who, in the regular course of their duties, is expected to attend the meeting and any other employee whose presence is necessary to accomplish a purpose of the meeting.

Special Note: OSBM has clarified this to define “the day of official service” as the day(s) that meetings are held. For the "travel only" day(s), reimbursement will be handled in the same manner as NCDOL employees.

5.3.3 Excess Subsistence

Authorization for excess expenses for non-state employee members of State Boards, Councils, Commissions, or Committees for in-state or out-of-state travel may be granted by the Commissioner of Labor or the Board Chairperson or their designee(s) when such costs are included in registration fees and/or there are predetermined charges.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve non-state employee excess subsistence when the above conditions are met. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.3.4 Authorization for Out-of-State Travel

Expenses for out-of-state travel on official business shall be reimbursed only upon authorization obtained in the manner prescribed by regulations governing out-of-state travel for NCDOL employees.

5.3.5 Transportation

Transportation policies and regulations are the same as those for NCDOL employees. In accordance with NCGS §138-6(a) (1) establishes the reimburse rate at 25 cents a mile, not the IRS rate.

5.3.6 Subsistence of State Employees Serving as Board Members (*OSBM deleted from January 2019 policy revision*)

5.3.7 No Overnight Stay (*OSBM deleted from January 2019 policy revision*)

5.3.8 Other Meals (*OSBM deleted from January 2019 policy revision*)

5.3.9 Meetings

Refreshments (i.e., coffee, soft drinks, cookies, doughnuts) may be served at official board meetings. Reimbursement may be paid from state funds for actual costs not to exceed five dollars (\$5) per member and required staff, per meeting per day. "Required Staff" shall be defined as an employee who, in the regular course of their duties, is expected to attend the meeting and any other employee whose presence is necessary to accomplish the purpose of the meeting.



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5.3.10 Exceptions

With prior approval provided by the Commissioner of Labor or Board Chairperson, expenditures in excess of the amounts described within Sections 5.3.1 through 5.3.9 may be reimbursed to Board Members. All exceptions must be in writing, are subject to public records disclosure requests and shall include clearly documented business reasons that serve as a basis for the exception.

5.4 TRAVEL POLICIES FOR AGENCY COMMITTEES NOT ESTABLISHED BY NCGS 143B-10(d)

An employee of NCDOL that operates from funds deposited with the North Carolina State Treasurer, who is appointed to an agency committee not established by NCGS §143B-10(d), is subject to subsistence policies and regulations that apply to NCDOL employees. Non-state employees who are members of the agency committees not established by NCGS §143B-10(D) shall follow the travel policy within Section 5.7 – Travel Policies for Non-state employees.

5.5 TRAVEL POLICIES FOR LICENSING BOARDS (Other than State Employees)

5.5.1 Per Diem Compensation

Pursuant to NCGS §93B-5, non-state employee members of licensing boards shall receive one-hundred dollar (\$100) per day of official service. NCDOL employees and members of all licensing boards whose salaries or any portion of whose salaries are paid from State funds shall receive no per diem compensation from state funds for their services.

Special Note: OSBM has determined that Board and Commission Members may receive per diem only on the days the meetings are held. If members travel on days before or after the meeting, then members may not receive per diem for the “travel only” days.

5.5.2 Subsistence

Subsistence policies and regulations are the same as for those for NCDOL employees.

5.5.3 Convention Registration

Convention registration policies and regulations are the same as for those for NCDOL employees.

5.5.4 Transportation

Transportation policies and regulations are the same as for those for State employees, except that a mileage reimbursement rate set by any other law by reference to NCGS §138-6(a) (1) is established at 25 cents a mile, not the IRS rate.

5.5.5 Meetings

Refreshments (*i.e., coffee, soft drinks, cookies, doughnuts, etc.*) may be served at official board meetings. Reimbursement may be paid from State funds for actual costs not exceeding five dollars (\$5) per member and required staff, per meeting per day. "Required Staff" shall be defined as an employee who, in the regular course of their duties, is expected to attend the meeting and any other employee whose presence is necessary to accomplish the purpose of the meeting.



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5.5.6 Exceptions

With prior approval provided by the Commissioner of Labor or Board Chairperson, or their designee, expenditures in excess of the amounts described in sections 5.5.1 through 5.5.5 may be reimbursed to board members. All exceptions must be in writing, are subject to public records disclosure requests, and shall include the business reasons that serve as a basis for the exception.

5.6 TRAVEL POLICIES FOR MEMBERS OF THE GENERAL ASSEMBLY SERVING ON STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS *(OSBM deleted from January 2019 policy revision)*

5.7 TRAVEL POLICIES FOR NON-STATE EMPLOYEES

5.7.1 Non-State Employees

For the purposes of this section, non-state employees are those on official NCDOL business whose expenses are paid by NCDOL and subject to State regulations, such as prospective professional employees, public school and community college employees, students on official NCDOL business, service contractors, hourly temporary employees, and attendants of handicapped NCDOL employees traveling on official NCDOL business (*provided advance approval is obtained from the Commissioner of Labor or their designee*). Non-state employees traveling on official NCDOL business whose expenses are paid by the State are subject to these regulations, including statutory subsistence allowances, to the same extent as are NCDOL employees. Travel expenses for members of a non-employee's family are not eligible to be paid by NCDOL. No travel advances will be made to non-state employees.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve non-state employee travel when the above conditions are met. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.7.2 Prospective Professional Employees

The Commissioner of Labor or their designee is authorized to approve reimbursement of transportation expenses of prospective professional employees visiting NCDOL for employment interviews. These expenses are limited to transportation and subsistence for three (3) days (*five (5) days if one is a Saturday*) at the in-state rate. The Commissioner of Labor or their designee may approve excess lodging expenses.

Special Note: Any transportation expenses of prospective professional employees must be approved by the respective Division Director, the Chief of Staff, and the CFO of the Financial Services Division. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.7.3 Post-Secondary Students

Student travel expenses while working as an employee of NCDOL are considered official NCDOL business when traveling on behalf of their assignment and shall be paid from the General Fund consistent with payments as for NCDOL employees. Non-employee students at state institutions who travel on official NCDOL business are reimbursed from the General Fund consistent with payments as for NCDOL employees.



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Non-employee students who travel to fulfill a course requirement for academic credit and whose expenses are paid or reimbursed by the General Fund are subject to these regulations, including statutory allowances, to the same extent as NCDOL staff. Funds specifically appropriated or legally directed for student travel are authorized to be used for student travel expenses. Official State business is defined in Section 5.0.3. The purchase of food or beverage for students at higher education institutions is not allowable unless the student is in travel status. However, non-General Funds may be used for these purposes if such funds have been established and authorized for such purposes.

5.7.4 Attendants

Payment of travel and subsistence expenses (*hotel and meal costs*) for attendants for handicapped employees while traveling on official NCDOL business may be reimbursed to the same extent as are NCDOL employees if advance approval is obtained from the Commissioner of Labor or their designee.

Special Note: NCDOL Division Directors are designated by the Commissioner of Labor to approve non-state employee travel when the above conditions are met. NCDOL Division Directors may delegate this authority to bureau chiefs, managers, and supervisors as appropriate within their organizational structure. Prior approval of a DOLB-8 Travel Authorization Request form is required.

5.7.5 Expert Witness Fees

A person used by NCDOL management as an expert witness may be reimbursed an agreed upon fee by said group. All travel costs will be reimbursed as the same as for NCDOL employees.

Special Note: A former employee requested by NCDOL management to appear as a witness for a matter in which NCDOL is a party, may be reimbursed an agreed upon fee by said group. All travel costs will be reimbursed as the same as for NCDOL employees. Unless otherwise specified, such witnesses shall be employed through Temporary Solutions and travel reimbursements will be paid directly to the former employee, the same as for NCDOL employees.

5.8 CONFERENCES, SEMINARS, WORKSHOPS, TRAINING SESSIONS AND RETREATS

5.8.1 External Conference Definition

External conferences are those that involve the attendance of individuals other than the employees of a single State Department, Institution or Agency. Payment for meals is allowable if not included in the registration fee, but such a fee must not consist exclusively of meals, or it will not be allowable unless meeting overnight travel criteria. The registration fee is typically made for defraying the cost of speakers, building (room/venue) use, handout materials, breaks and lunches at conferences and conventions. These fees are charged to the "Registration Fees" account. NCDOL **shall** require itemization and/or documentation of expenses. Conferences sponsored or co-sponsored by a State Department are authorized when NCDOL meets the limitations and requirements outlined below.

Special Note: For audit purposes, employees must include a copy of the conference agenda in order to document the expenses being requested on the travel reimbursement request. Prior approval of a DOLB-8 Travel Authorization Request form is required.



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5.8.2 Exception Regarding Conference Meals

Pursuant to NCGS §138-6(a)(3), NCDOL cannot use funds to pay for conference meals for NCDOL employees for which a conference fee was not charged, unless the following conditions are met:

Federal grants, other grants, state funds or institutional trust funds (*as defined in NCGS §116-36.1*) may be used for meals if the conditions attached to those funds allow for the provision of meals for a conference. NCDOL must have documentation of these conditions. If this is the case, then meals may be provided to employees even if a registration fee was not charged. The employee may not request travel reimbursement for the meal.

5.8.3 Requirements and Limitations for External Conferences

- The conference is planned in detail in advance, with a formal agenda or curriculum.
- There is a written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.
- Assemblies should be held in state facilities; however, non-state facilities can be rented, and the cost charged to NCDOL without allocation to participants' daily subsistence allowances.
- The sponsoring agency may charge registration fees to participants for the costs of external conferences.

Special Note: Contact Financial Services and Legal Affairs to obtain approval before entering into any agreement with a state or non-state facility. Any registration fees collected in excess of the actual cost of a conference are required to revert back to the General Fund.

Registration fees may not include costs of entertainment, alcoholic beverages, setups, flowers, and/or promotional (gift) items. Registration fees collected and not used to defray expenses of the particular conference may not be used for other programs and must revert to the general or highway fund as applicable in accordance with NCGS §138-6(a)(4). NCDOL may provide refreshments for "coffee breaks" provided there are ten (10) or more participants and costs do not exceed five dollars (\$5) per participant per day. When assemblies are to be held under the sponsorship of NCDOL in which the funding for all participants is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the Commissioner of Labor or their designee. The authorization must provide the following:

- The number of people expected to attend.
- The purpose and duration of the conference.
- The specific meals to be served at the conference (*State law prohibits lunches from being provided to employees unless registration fees are charged to all attendees*).
- The approximate daily subsistence cost per person.
- The name of the conference center, hotel, caterer, or other organization providing the service.

It is the responsibility of NCDOL management to ensure that reimbursement for meals included in the lump-sum payment is also not included in reimbursement payments made to employees who are conference participants.



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5.8.4 Internal Conference Definition

Internal conferences are those that involve the attendance of employees within that particular State Department, Institution or NCDOL only. No payment for meals is allowable unless overnight travel criteria are met. A routine staff meeting is not an internal conference.

5.8.5 Requirements and Limitations for Internal Conferences

- The conference is planned in detail in advance, with a formal agenda or curriculum.
- There is a written invitation to participants, set forth in the calendar of events and the detailed schedule of costs.
- Sponsoring departments may provide refreshments for "coffee breaks" provided there are ten (10) or more participants and costs do not exceed five dollars (\$5) per participant per day.
- No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meetings must be held in state facilities when available. No registration fee may be charged.
- Low-cost conference items that are intended to promote employee recognition, improve morale or appreciation, communicate agency contact information when compared to more expensive pay and salary adjustments, are permissible if these are infrequent, prudent, and reasonable in their scope.
- NCDOL cannot use state funds to support or underwrite a meeting, assembly, conference, seminar, rally, celebration, or similar function by whatever name called that promotes any cause or purpose other than the mission and objective of the agency.

5.8.6 Training Session Definition

Employee training involves courses that develop an employee's knowledge, skill, and ability to perform the duties of their present job, such as courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in leading to an educational degree.

5.8.7 Requirements and Limitations for Training Sessions

- Fees for training courses that provide training in specific areas are charged in the accounting system to "Employee Training" under "Other Services."
- NCDOL sponsoring training sessions may provide refreshments for "coffee breaks" provided there are ten (10) or more participants and costs do not exceed five dollars (\$5) per participant per day.
- NCDOL may reimburse employees for training books and materials related to training sessions, provided those books are required to participate in the training sessions. These books are considered property of NCDOL and not the personal property of the employee.

5.8.8 Management Retreat Definition

A management retreat is a meeting or series of meetings consisting of the Commissioner of Labor and NCDOL executives and leadership. Retreats are sometimes held at a site other than the usual workplace and are held no greater than once a year.



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5.8.9 Requirements and Limitations for Management Retreats

Employees who are elected by a vote of the people or appointed by the governor, the president of the University of North Carolina, the chancellors of the constituent institutions of the university, the executive director of University of North Carolina Hospitals at Chapel Hill, chairman of the State Board of Education, and the president of the North Carolina Community College System may authorize an annual management retreat. Expenditures are permissible in a manner as if it were an internal conference.

5.9 INFORMAL MEETINGS WITH GUESTS OF DEPARTMENT HEADS

5.9.1 Informal Meeting Definition

An informal meeting is a meeting consisting of the Commissioner of Labor or their designee and non-state employees during which official NCDOL business is discussed for the majority of the meeting. Informal meetings are one-time occurrences and are not held on a recurring or routine basis.

5.9.2 Requirements and Limitations for Informal Meetings

Employees who are elected by a vote of the people or appointed by the governor, the president of the University of North Carolina, the chancellors of the constituent institutions of the university, the executive director of University of North Carolina Hospitals at Chapel Hill, chairman of the State Board of Education, and the president of the North Carolina Community College System, or their designees, when given prior written approval by the Commissioner of Labor or their designee for a specific event, may be reimbursed from state funds for actual costs of meals for employees and individuals who are not state employees who are their guests, when accompanying employees in the course of conducting official NCDOL business. The cost of meals and other expenses for family members of the above referenced state officials are not reimbursable.

5.10 TELEPHONE AND MOBILE DEVICE USAGE

5.10.1 Periodic Accounts Payable and Internal Audit Reviews of Telephone and Mobile Device Usage

NCDOL is responsible for establishing appropriate use policies concerning telephone and mobile devices. At a minimum, these policies should address the following:

- Business criteria that justify the issuance of a mobile device for employees or positions.
- Business criteria that justify the issuance of a payroll related mobile device reimbursement or allowances for employers who require employees to maintain and use their personal phones for NCDOL business purposes. Actual call charges can be processed as accounts payable reimbursements. Mobile Device allowances shall be paid through OSC's central payroll system. These criteria and policies must comply with state public records laws and IRS issued guidance on the tax treatment of these payments.
- Internal business control policies to ensure monthly telecommunication vendor bills are reviewed before payment is issued to ensure errors, waste and fraud are eliminated or addressed in an appropriate manner.
- Internal business control policies to ensure that under-utilized devices or high-cost devices are terminated or replaced with more cost-effective alternatives.
- Internal business control policies to ensure personal material and non-de-minimis use of NCDOL funded mobile devices is prohibited.



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- An annual inventory of the number of state-owned mobile devices shall be completed, reviewed, and approved by NCDOL management and the CFO of the Financial Services Division. At a minimum, the inventory shall include employee names and positions who are issued devices, division or office employee is assigned to, device summary description, initial device purchase cost, monthly and annual vendor billing rates per device.

5.10.2 Reimbursement *(OSBM deleted from January 2019 policy revision)*

5.10.3 Allowable Personal Calls *(OSBM deleted from January 2019 policy revision)*

5.10.3 Employee Emergency calls *(OSBM deleted from January 2019 policy revision)*

5.10.4 Mobile Telephones *(OSBM deleted from January 2019 policy revision)*

5.10.5 Exceptions *(OSBM deleted from January 2019 policy revision)*

5.11 MOBILE COMMUNICATION DEVICE *(OSBM deleted from January 2019 policy revision)*

Special Note: NCDOL has implemented their own Mobile Communication Device Policy to ensure that employees who use state funded mobile electronic devices are complying with all laws and agency procedures governing the allocation of such devices to NCDOL employees and the use of these devices. This policy can be located out on the NCDOL intranet under [NCDOL Policies and Procedures](#).



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In summary, this policy is not all-encompassing of the laws, rules, and policies on travel, but is only intended to provide the basic laws, rules, policies, and procedures that must be followed in carrying out the required responsibilities on behalf of the NCDOL. In accordance with NC General Statutes and the OSBM State Budget Manual, the Commissioner of the Labor is responsible for administering NCDOL's travel requirements as set forth by NCGS §143B-10(a). The administration of this Travel Policy shall be delegated to the Department's Chief Financial Officer of the Financial Services Division by the Commissioner of Labor.

This Travel Policy and Procedure implementation became effective on July 1, 2019, and is being amended with an effective date of January 1, 2024. This Travel Policy and Procedure shall remain in effect until rescinded or amended by the Chief Financial Officer of the Financial Services Division.

Josh Dobson
Commissioner of Labor

Jennifer Stackpole
Chief Financial Officer

POLICY REVISION HISTORY

July 01, 2019 – Initial implementation of this policy. January 01, 2020 – Policy updated and released. April 01, 2021 – Policy updated and released. July 01, 2021 – Policy updated and released. January 01, 2022 – Policy updated and released. July 01, 2022 – Policy updated and released. January 01, 2023 – Policy updated and released. July 01, 2023 – Policy updated and released. January 01, 2024 – Policy updated and released. This Travel Policy is being implemented to reflect agency-specific travel policies and procedures that are based on existing OSBM policy. OSBM has deleted multiple subsections in their current State Budget Manual. Due to frequent changes by OSBM to their State Budget Manual, in which OSBM re-adopts subsections which have previously deleted, Financial Services has included such deletions to serve as placeholders in the event OSBM re-adopts any currently deleted subsections.



Travel Policy & Procedure

GLOSSARY

Blanket Travel Request

A Blanket Travel Request Form is authorizing daily **in-state** travel at the discretion of management that approves pre-travel for employees who routinely travel as part of their job duties where the travel will require reimbursement of expenses to the employee.

Employee's Duty Station

"Duty station" is defined as the headquarters or job location at which the employee spends the majority of their working hours in accordance with NCGS §138-6(a) (1). For an employee in travel status, the duty station should be the point where traveling begins the majority of the time (home or office). The designation of an employee's home as the duty station by a department head requires **prior approval** by the Office of State Budget and Management (OSBM) on an annual basis.

Departments, institutions, and agencies must make one submission for the entire department, institution, or agency by the second week in December of each preceding calendar year of all employees whose home is also their duty station.

When hiring new employees or designating the home as the duty station of current employees during the calendar year, a revision to the annual report must be submitted to OSBM for its prior approval. Employees assigned to regional, or satellite offices should not be listed in the report.

External Conference

External conferences are those that involve the attendance of individuals other than the employees of a single state department, institution, or agency. Payment for meals is not allowable if included in the registration fee, but the fee must not consist exclusively of meals, or it will not be allowable unless meeting overnight travel criteria.

Informal Meeting

An informal meeting is a meeting consisting of the Commissioner of Labor or their designee and non-state employees during which official NCDOL business is discussed for the majority of the meeting. Informal meetings are one-time occurrences and are not held on a recurring or routine basis.

Internal Conference

Internal conferences are those that involve the attendance of employees within that particular department, institution, or agency only. No payment for meals is allowable unless overnight travel criteria are met. A routine staff meeting or employee appreciation gathering is not an internal conference.

Management Retreat

A management retreat is a meeting or series of meetings consisting of the Commissioner of Labor and their NCDOL executives and leadership. Retreats are sometimes held at a site other than the usual workplace and are held no more than once a year.



Travel Policy & Procedure

Out-of-Country Travel

Out-of-country travel status begins when the employee leaves the country and remains in effect until the employee returns to the country. If the employee and other qualified official travelers use hotel and meal facilities located outside North Carolina immediately prior to and upon returning from out-of-country travel but during the same travel period, out-of-state subsistence rates shall apply.

Out-of-State Travel

Out-of-state travel status begins when the employee leaves the state and remains in effect until the employee returns to the state. However, in-state allowances and reimbursement rates apply when employees and other qualified official travelers use hotel and meal facilities located in North Carolina, but within the continental United States, immediately prior to and returning from out-of-state travel during the same travel period.

Per Diem Compensation

Applicable only to members of state boards, commissions, committees, and councils who do not receive any salary from state funds for their services.

Pre-Travel Authorization Request

Also known as a DOLB-8 travel authorization request. This form is used to request permission to travel and to obtain approval for the amount of costs associated with the travel.

Registration Fees

The registration fee is typically made for defraying the cost of speakers, building (room) use, handout materials, breaks and lunches at conferences and conventions. These fees are charged to other services "Registration Fees." The agency may require itemization and/or documentation of expenses. An employee cannot be reimbursed for meals included in the registration fee.

Required Staff

The required staff is an NCDOL employee who, in the regular course of their duties, is expected to attend the meeting and any other state employee whose presence is necessary to accomplish the purpose of the meeting.

Subsistence (Meals and Lodging)

Subsistence is an allowance related to lodging and meal costs, and gratuities thereon. NCGS §138-6 provides for allowances to be paid in amounts or rates specified.

Travel Status

For purposes of determining eligibility for allowances, travel status means being away from the employee's normal duty station. The duty station is defined as the location near the vicinity of the employee's workplace. To be eligible for allowances in connection with travel, the employee must be acting in an official NCDOL capacity as required by their work activities.



Travel Policy & Procedure

Training Session

Employee training involves courses that develop an employee's knowledge, skill, and ability to perform the duties of their present job, such as courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in, leading to some educational degree.

Transportation

Includes personal automobile, taxi, bus, train, airplane, motor pool charges, auto rental, tolls, and parking fees. All travel expenses must be incurred by and for NCDOL employees or other eligible travelers in conducting official NCDOL business in order to be eligible for reimbursement.

When travel by car is determined to be feasible, a state-owned vehicle, when available, should be used instead of a private vehicle. NCDOL must determine whether or not state-owned vehicles are considered to be available. NCDOL must periodically review employee duty stations (*refer to paragraph below on "Duty Station"*) for the purposes of determining cost effectiveness of having a state-owned vehicle permanently assigned to the geographical area (*department/institutions duty station location or vicinity*). If found to be cost-effective, state-owned vehicles should be requested for assignment on a permanent basis.

Travel Period

A travel period is defined as the calendar month during which the travel occurred from the first day an employee enters travel status through the last day of travel status for that given time frame. Travel reimbursement requests must be submitted within thirty (30) days after a travel period (calendar month) has ended.



Travel Policy & Procedure

EMPLOYEE TRAVEL ADVANCE REQUEST

INSTRUCTIONS TO REQUESTER: Complete Section A only. Must be prepared in ink or typed. This form must be used to request employee travel advances. A copy of the approved Pre-Travel Authorization (DOLB-8) must be attached to this request. Submit this form to the Financial Services Division at least three (3) weeks prior to the date the travel is to begin.

SECTION A

Payee's Name (First, Middle, Last)		Bureau / Division:	Beacon #
Payee's Address:		Payee's Email Address	Duty Station (City)
Supervisor's Name:		Date Travel Begins:	Date Travel Ends:
Trip Purpose:			
Trip Destination:			
Total DOLB-8 Trip Amount:		Travel Advances are issued as whole dollars (no cents).	
Trip Disallowances:		Travel Advances Cannot Include Mileage Estimations or Prepaid Items	
Net Travel Advance Request:	\$0.00		

Temporary Travel Advance

Travel advances for occasional travel shall not exceed the estimated cost of the trip and must be requested in whole dollars (no cents). Travel advances will not be issued more than five (5) working days prior to the date of departure. Travel advances must be deducted from the employee reimbursement request on the travel expense report that must be submitted within thirty (30) days after the travel period or before June 30, *whichever comes first*. The initial travel advance must be settled before any other travel advance is issued. Excess travel advance funds must be promptly repaid upon return of the trip. Checks must be made payable to NCDOL and sent to the Financial Services Division for processing with your travel reimbursement request.

I certify that funds requested hereon are to be used for the purpose stated. I further certify that any funds advanced to me will be repaid immediately on request from Departmental authorities and that any funds advanced will be repaid prior to my last day of employment should I terminate my employment for any reason. Upon separation from the agency for any other reason, I agree that any outstanding funds previously advanced to me may be automatically deducted from the final payroll disbursement provided to me by the agency for repayment purposes.

(Employee Signature)

(Date)

(Authorized Signature)

(Date)

NOTE: ORIGINAL SIGNATURES AND DATES ARE REQUIRED FOR TRAVEL ADVANCE TO BE ISSUED.

SECTION B (Financial Services Division Use Only)

ADVANCE REQUEST NBR:	ADV	MO	DAY	YR	VOUCHER DATE:	MO	DAY	YR
----------------------	-----	----	-----	----	---------------	----	-----	----

*(ENTER CHECK DISPOSITION INSTRUCTIONS ON REMIT MESSAGE LINE BELOW.)

REMIT MESSAGE *DOCUMENT ATTACHED: _____

ADVANCE TYPE: TEMPORARY

ADVANCE ISSUE DATE: ____/____/____

Account	NCFS Coding		Amount
52799000			\$0.00
A/P Tech Initials	Control Batch Date	Control Batch #	CFO or Deputy CFO Approval
			Date



Travel Policy & Procedure

BLANKET TRAVEL AUTHORIZATION REQUEST

Designated employees of the NC Department of Labor are eligible to submit an annual Blanket Travel Authorization Request for each State Fiscal Year (July 1 – June 30). This applies to all employees for whom routine in-state travel is essential and required for the day-to-day job duties as confirmed by the employee's job description (restrictions apply as noted below). A Blanket Travel Authorization form must be completed annually and must be submitted for approval no more than thirty (30) days prior July 1 of each new State Fiscal Year. Each Blanket Travel Authorization Request must be approved by the Supervisor/Manager, and then forwarded to the Financial Services Division for final approval. A copy of this completed form will be returned to the respective Bureau/Office upon final CFO approval.

Bureau/Office: _____ Funding Code: _____

Employee Name: _____ Phone Number: _____

Position Title: _____ Beacon ID#: _____

Mode of Transportation: ☐ State Car ☐ Personal Car ☐ Rental Car

JUSTIFICATION:

RESTRICTIONS: An approved copy of this form must be attached to the monthly travel reimbursement request submission. A blanket travel form must only be used for in-state overnight travel, meals, private car mileage, parking, and toll fees. In-state overnight travel can include lodging in excess of the state rate but not to exceed \$125 per occurrence - **all efforts must be made to stay within the daily lodging State per diem rates!** Out-of-state travel or excess subsistence costs, including but not limited to registration fees, annual membership dues, travel advances, or any other miscellaneous non-travel charges, must be justified and pre-approved separately on the Travel Authorization (DOLB-8) form. Any other travel falling outside of the day-to-day job duties and/or specified coverage area must also be pre-approved on the Travel Authorization (DOLB-8) form. Any change to the Mode of Transportation will require submission of a new form. Failure to follow the travel policies, rules and procedures as outlined above may result in the cancellation of the eligible employee's Blanket Travel Authorization Request at the discretion of NCDOL Management.

X _____
(Employee Printed Name) (Employee Signature & Date)

X _____
(Supervisor Printed Name) (Supervisor Signature & Date)

X _____
(Manager Printed Name) (Manager Signature & Date)

X _____
(Chief Financial Officer Printed Name) (Chief Financial Officer Signature & Date)



Travel Policy & Procedure

DOLB-8 TRAVEL AUTHORIZATION REQUEST

Version Updated
10/01/2023

NORTH CAROLINA DEPARTMENT OF LABOR AUTHORIZATION FOR OUT-OF-STATE AND IN-STATE OVERNIGHT

For A/P Use Only

TRAVEL STATUS, EXCESS SUBSISTENCE, REGISTRATION AND MEMBERSHIP DUES

Revised Rates Effective Date: 07/01/2023

INSTRUCTIONS: Use this form to request out-of-state and in-state travel, excess lodging, registration, and membership dues. Submit the fully completed form at least fifteen (15) business days prior to the date travel is to begin. Complete and submit to the Supervisor, Manager, and Director for approval. All in-state travel must have at a minimum the Supervisor and Manager approvals. All out-of-state travel will require Supervisor, Manager, Director and Chief of Staff approvals. The approving Manager/Director will forward all approved travel requests to the Financial Services Division for final approval. A copy of this travel request will be returned to the respective Bureau/Division upon CFO final approval.

CHECK for the following:

☐ In-State Travel ☐ In-State Excess Lodging ☐ Out-of-State Travel ☐ Registration ☐ Membership Dues

Date Submitted: _____ Bureau / Division: _____

Destination: _____ Travel Dates
FROM: _____ TO: _____

Purpose of Travel: _____

Contact Name: _____ Budget Information / NCFS Coding: _____
Phone Number: _____

Mode of Transportation: (Check for the following)

	# of In-State Overnight Stays	# of Out-of-State Overnight Stays
<input type="checkbox"/> Personal Car <input type="checkbox"/> State Car <input type="checkbox"/> Air <input type="checkbox"/> Rental Car <input type="checkbox"/> Other _____	\$ -	\$ -

ESTIMATED COST

Travelers	BEACON #	Transportation Cost	Daily Lodging Rate* w/o Tax	Meal Total for Trip	Registration Fee	Membership Dues	Other Cost*	Total Cost
								\$ -
								\$ -
								\$ -
								\$ -
	TOTAL =>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

***Please further explain below if the 'Daily Lodging Rate' exceeds the maximum state allowance OR the amount listed in 'Other Cost':**

- ☐ **CHECK HERE if you need a TRAVEL ADVANCE.** Attach a Completed "Travel Advance Request" Form.
☐ **CHECK HERE if you have REGISTRATION & PAYMENT INSTRUCTIONS.** Attach Registration Documentation.
☐ **CHECK HERE if you have MEMBERSHIP DUES & PAYMENT INSTRUCTIONS.** Attach Membership Documentation.

☐ Vendor Name: _____ ☐ Vendor's Federal ID #: _____

Employee's Printed Name: _____ Supervisor's Printed Name: _____

1. Employee's Signature _____ Date _____ 2. Supervisor's Signature Approval _____ Date _____

Manager's Printed Name: _____ Director's Printed Name: _____

3. Manager's Signature Approval _____ Date _____ 4. Director's Signature Approval _____ Date _____

5. CFO / Deputy CFO Approval: _____ Date: _____

Send Request to the Financial Services Division at DOL.AccountsPayable@labor.nc.gov
or 1101 Mail Service Center, Raleigh, NC 27699-1101



Jennifer Stackpole, CFO
Financial Services Division

Travel Policy & Procedure

TRAVEL REIMBURSEMENT REQUEST

Version Updated:
01/01/2024

NORTH CAROLINA DEPARTMENT OF LABOR
REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES AND ALLOWANCES
INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

For Budget Use Only

Instructions to Claimant: Attach all necessary receipts and supporting documentation to this form and submit upon approval to the FSD Accounts Payable Section for review and processing. Retain a copy for your records.

Check Box for Address Correction ☐

Revised Rates Effective Date: 01/01/2024

Division		Period Covered	to
Duty Station (City)		Assigned a Permanent MFM Vehicle or Approved Personal Vehicle Waiver?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee's Legal Name (first, middle, last)		BEACON Number	
Title		Total Expense:	<input type="text" value="\$0.00"/>
Address		Less Advance:	<input type="text"/>
City, State, Zip		Total Due (Owe):	<input type="text" value="\$0.00"/>
Supervisor/Authorizer Name		Supervisor/Authorizer Title	

Under penalties of perjury, I certify that this is a true and accurate statement of the city of lodging, expenses, and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

Claimant _____ Date _____ Supervisor/Authorized Official _____ Date _____

NOTE: SIGNATURES, DATES, RECEIPTS AND TRAVEL AUTHORIZATIONS REQUIRED

FINANCIAL CODING SECTION

Expense Voucher Number:		EXPJAN1900	
Verified and approved for payment by: _____		Date: _____	
Type	Amount	Account	Account Title
	\$ -	52521000	Rental Car
	\$ -	52712000	Out-Of-State Airfare
	\$ -	52714000	Trans.Ground -In-State
	\$ -	52721000	Lodging-In-State
	\$ -	52722000	Lodging -Out of State
	\$ -	52724000	Meals-In-State
	\$ -	52725000	Meals-Out-Of State
	\$ -	Subtotal	Other Expense Total Must Be Classified in Drop Down Menus Below
	\$ -	52331001	Carwash
	\$ -	52717000	Parking
	\$ -	52817000	Home Office Internet
	\$ -	53510000	Safety Shoes
	\$ -		
	\$ -		
TOTAL	\$ -		
		Private Mileage:	Log Mileage
		0	0
		Requested Reimbursement Mileage	0



Travel Policy & Procedure

TRAVEL REIMBURSEMENT REQUEST Continued

REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES AND ALLOWANCES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

Payee's Name: 0 BEACON NUMBER: 0
Date: 1/0/1900 to 1/0/1900 Page: 2

Travel			Transportation			Subsistence			Other Expenses		
Day	From	To	1	In-State	Out-of State	2	In-State	Out-of-State	3	Explanation	Amount
	Here	There	RC			B					
			Air			L					
Depart	a.m.	a.m.				D					
Return	p.m.	p.m.				Meal Total	\$0.00	\$0.00			
Total Mileage Per Private Car Trip			Mil	FALSE		H					
Reason for Trip:			Day Total	\$0.00	\$0.00	Day Total	\$0.00	\$0.00	Day Total		\$0.00
Day	From	To		In-State	Out-of State		In-State	Out-of-State		Explanation	Amount
			RC			B					
			Air			L					
Depart	a.m.	a.m.				D					
Return	p.m.	p.m.				Meal Total	\$0.00	\$0.00			
Total Mileage Per Private Car Trip			Mil	FALSE		H					
Reason for Trip:			Day Total	\$0.00	\$0.00	Day Total	\$0.00	\$0.00	Day Total		\$0.00
Day	From	To		In-State	Out-of State		In-State	Out-of-State		Explanation	Amount
			RC			B					
			Air			L					
Depart	a.m.	a.m.				D					
Return	p.m.	p.m.				Meal Total	\$0.00	\$0.00			
Total Mileage Per Private Car Trip			Mil	FALSE		H					
Reason for Trip:			Day Total	\$0.00	\$0.00	Day Total	\$0.00	\$0.00	Day Total		\$0.00
Day	From	To		In-State	Out-of State		In-State	Out-of-State		Explanation	Amount
			RC			B					
			Air			L					
Depart	a.m.	a.m.				D					
Return	p.m.	p.m.				Meal Total	\$0.00	\$0.00			
Total Mileage Per Private Car Trip			Mil	FALSE		H					
Reason for Trip:			Day Total	\$0.00	\$0.00	Day Total	\$0.00	\$0.00	Day Total		\$0.00
Day	From	To		In-State	Out-of State		In-State	Out-of-State		Explanation	Amount
			RC			B					
			Air			L					
Depart	a.m.	a.m.				D					
Return	p.m.	p.m.				Meal Total	\$0.00	\$0.00			
Total Mileage Per Private Car Trip			Mil	FALSE		H					
Reason for Trip:			Day Total	\$0.00	\$0.00	Day Total	\$0.00	\$0.00	Day Total		\$0.00
			RC	\$0.00	\$0.00	Meal Total	\$0.00	\$0.00	Total		\$0.00
See Quick Reference Guide Tab			Air	\$0.00	\$0.00	Hotel Total	\$0.00	\$0.00			
for Current Rates						Total	\$0.00	\$0.00			
			Mil	\$0.00							
			Sub Tot	\$0.00	\$0.00						
			Total	\$0.00	\$0.00						

