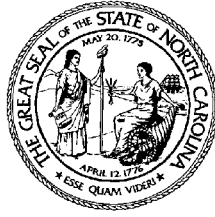
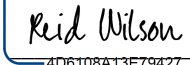


NCDNCR Policies and Procedures



North Carolina Department of Natural and Cultural Resources

Policy/Procedure **ADSV TR 1 - Travel Policy**
Section **Administrative Services**
Effective Date **June 1, 2021**

APPROVED BY:


 Reid Wilson

 Secretary

6/1/2021

Date

Purpose

This policy aids in complying with travel requirements in the State Budget Manual (SBM). As provided in North Carolina General Statute § 143B-10(a), the Secretary of the Department of Natural and Cultural Resources (DNCR) may assign or reassign any function vested in her or in her department to any subordinate officer or employee of her department. The Secretary assigns authority to approve travel to those individuals identified in the procedures of this policy.

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I. Definitions

Travel Request – also known as a travel authorization. This form is used to request permission to travel and to obtain approval for the amount of costs associated with the travel.

Blanket Travel Request – A Blanket Travel Request Form is completed on the same form as a Travel Request Form. At the discretion of the Deputy, it is used to authorize travel for employees who routinely travel as part of their job duties where the travel will require reimbursement of expenses to the employee. For employees who routinely make day trips using a state-owned vehicle where there will be no reimbursement of expenses, a Blanket Travel Request form is not needed.

Travel Reimbursement – This form is used by employees and non-state employees to obtain approvals and reimbursement for travel. All costs listed on the form must have documentation (except meals which are supported by travel times and mileage is supported by distance) attached to the form to receive reimbursement. Documentation includes original receipts. Receipts smaller than an 8 ½ x 11 sheet of paper should be taped on a sheet of paper. Receipts should not be stapled.

Request for Formal Assembly (RFA) – This form is used to estimate the cost of a Board, Commission, Committee or Council meeting, training, internal conferences, and external conferences. The form is also used to obtain approvals for the meeting.

RFA Checklist – This checklist is required to be completed and attached to the RFA Form to ensure compliance with the Office of State Budget and Management (OSBM) requirements. For all vendor payments and travel reimbursements associated with the RFA, the RFA Form and RFA Checklist must be attached to the travel reimbursement.

Deputies include the following positions: Chief Deputy Secretary and the Deputy Secretaries.

Division Directors include the following positions: Director, NC African American Heritage Commission, Director of State Historic Sites, Director of State History Museums, Director of Historical Resources, Director of Education and Outreach, Director of the NC Transportation Museum, Director of Tryon Palace, Director of Archives & Records, Director of Roanoke Island Festival Park, Director of the Museum of Art, Director of Marketing, Director of Communications, State Librarian, Executive Director of the NC Arts Council, Chief Information Officer, Capital Projects Director, Human Resources Director, Chief Financial Officer, Internal Audit Director, Director of the Division of Land and Water Stewardship, Director of the Zoological Park, Director of the Division of Aquariums, Director of Parks and Recreation, and Director of the Natural Sciences Museum.

Procedures

II. Travel Requests, Requests for Formal Assembly, and Travel Reimbursements

Travel Requests – also known as travel authorizations.

All travel must be approved in advance by the employee's immediate supervisor and Division Director on the Travel Request Form available on the DNCR Intranet.

1. Obtain the Travel Request Form from the DNCR Intranet.
2. Complete the form prior to travel. Every Travel Request Form must include the purpose for the travel.

3. Submit the form to the supervisor for approval.
4. The immediate supervisor forwards the form for final approval to the Division Director. These same approvals are required for out-of-state travel.
5. If the Travel Request is for out-of-country travel, the Secretary must approve the form in addition to the approval from the supervisor, Division Director, and Deputy.
6. Employees who have obtained Blanket Travel approval should follow the same process as above. However, Blanket Travel Requests must be approved by the Division Director or Deputy.
 - Blanket Travel Request Forms should be renewed each state fiscal year.
 - Blanket Travel Requests cannot authorize excess meals or lodging.
 - Division Directors cannot delegate authority to subordinates to approve Blanket Travel Requests.

Regardless of whether the approval is made through a Travel Request Form or a Blanket Travel Form, the original approved Travel Request Form should be returned to the employee by the last approver and should be maintained by the employee until the form is submitted along with the Travel Reimbursement Form.

Request for Formal Assembly (RFA)

Employees should complete an RFA Form for Board, Commission, Committee or Council meetings, trainings, internal conferences, and external conferences to estimate the cost and document approvals for the meeting. To properly complete the form, employees must also complete the RFA Checklist to ensure compliance with OSBM requirements. The RFA Form must be approved by both the Division Director and the Deputy Secretary or Secretary. For all vendor payments and travel reimbursements associated with the RFA, the RFA Form and RFA Checklist must be attached to the travel reimbursement.

Notes about Travel Requests and RFAs:

1. The CFO may approve travel advances on a case-by-case basis for employees with extenuating circumstances. If an employee seeks a travel advance, he or she must request approval from the CFO two weeks prior to the travel date. All travel advance funds should be spent in compliance with the approved Travel Request Form, the rules and rates of this policy, and the State Budget Manual. Within five business days following the last day of the travel, the employee is responsible for reimbursing DNCR for any remaining funds.
2. Blanket Travel Requests – When employees and board members are listed on a Blanket Travel Request and employees and board members need to be added, the division should complete a new Blanket Travel Request that lists all the individuals covered by the request.
3. Blanket Travel Requests – Sometimes one Blanket Travel Request is used for multiple employees. When this is done, all employees must be clearly listed at the top of the Blanket Travel Request Form; if space is inadequate on the form, record “see attachment” to reference an attachment and attach the list to the Blanket Travel Request Form.
4. Day trips where employees are not being reimbursed for travel expenses do not require a Travel Request Form. However, the employee should maintain documentation from his / her supervisor / manager / director to demonstrate the travel was allowed. These day trips involve use of a state-owned vehicle.
5. A Travel Request Form may be used to request reimbursement for airfare and registration prior to the travel date. A Travel Reimbursement Form is not required to be attached to the Travel Request Form only when requesting reimbursement for airfare and registration prior to the travel date.

6. When a Support Group directly pays for travel, a state employee must obtain the same Travel Request approvals required by this policy. In order for travel to be paid by a Support Group, a DNCR employee has two options listed below. The employee and supervisor are responsible for maintaining this documentation.
 - a. Complete a Travel Request Form each time he/she travels. The Support Group shall reimburse DNCR employees at rates that do not exceed state rates. The Travel Request should identify the Support Group paying for the travel. A justification should be included on the Travel Request Form if it is necessary to exceed the state rates for lodging.
 - b. Complete a Blanket Travel Request Form with an approval from the Support Group chair in addition to the standard Travel Request approvals each state fiscal year. The Blanket Travel Request should identify the Support Group paying for the travel, include any travel restrictions, and indicate whether or not the travel may exceed state rates for lodging.
7. If certain items on the Travel Request Form will be paid with a P-Card and other items will be paid by the employee and reimbursed to him/her, indicate this on the Travel Request Form.
8. RFA - As long as an individual (employee or non-state employee) is listed on the RFA, the RFA may substitute as the Travel Request Form for the individual requesting reimbursement.

Travel Reimbursements

1. Obtain the Travel Reimbursement Form from the DNCR Intranet.
2. The employee must complete his or her form within 30 days following the end date of the travel. The form must include the purpose for the travel.
3. Sign the form and forward it to the supervisor for approval.
4. The supervisor should ensure that the amount of Travel Reimbursement is equal to or less than the authorized amount in the Travel Request Form. The supervisor should also review the Travel Reimbursement Form and ensure that all documentation is attached prior to granting his or her approval.

If the amount of the reimbursement is less than or equal to the amount authorized in the Travel Request Form, the supervisor should review and approve the form and forward it along with the Travel Request Form and documentation to the DNCR Budget and Finance Office.

If the amount of reimbursement is greater than the amount authorized by the Travel Request Form, the employee should attach an explanation to the reimbursement. The supervisor should review the documents.

- a. If the supervisor determines the explanation for excess amount(s) are reasonable, he/she should approve the form and forward the Travel Reimbursement Form along with the employee explanation, and Travel Request Form to the Division Director for final approval. 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.
- b. If the supervisor determines the explanation for the excess amount(s) are unreasonable, he/she should send an email to the employee advising the basis and amount of reduction on the reimbursement form. The reimbursement form should be edited to appropriate amounts and

approved; all documentation should be forwarded to the Division Director for final approval and then forwarded along with the Travel Request Form and documentation to the DNCR Budget and Finance Office.

5. Submit the approved Travel Request Form to the DNCR Budget Finance Office, along with any applicable Travel Reimbursement Form, and travel documentation. The Travel Processing Checklist and OSBM Travel Rates and limitations should be used as tools to ensure that travel is within OSBM requirements. The employee is responsible for ensuring that the Travel Reimbursement Form is submitted to the DNCR Budget and Finance Office for payment.

In the absence of one of the required approvers listed above, the next-level manager of the required approver may approve the Travel Request Form and/or Travel Reimbursement Form.

Notes about Travel Reimbursements:

- The employee should write his or her full name on the Travel Reimbursement Form the same as it is displayed in BEACON (no nicknames).
- When calculations on the Travel Reimbursement Form are incorrect, the Accounts Payable Technician will correct the error, note the correction on the form, and notify the employee by email.
- Employees should not use Social Security numbers on the Travel Reimbursement Form. Instead, employees should use their BEACON ID #.
- Sometimes when employees travel, they share a hotel room. When this is the case, as long as both employees split the cost of the room and the receipt identifies the amount each employee paid, the employees may both be reimbursed for the amount each paid (neither employee should be reimbursed more than they paid and no more than the state rate plus taxes). If the room is more than the maximum allowable for the state rate, as long as the total amount of lodging per person is less than or equal to the state rate plus taxes, both employees are entitled to that amount. But if the lodging is more than the state rate, the employees will need to attach an explanation and have it approved by his or her supervisor and the Division Director will need to approve the Travel Reimbursement Form. However, if one employee paid for the room then only that employee can be reimbursed.
- When the lodging amount before taxes is greater on the Travel Reimbursement Form than was approved on the Travel Request Form, the Division Director or Deputy Secretary must approve the Travel Reimbursement Form.
- Travel Reimbursements to all employees (permanent and temporary) should be done by electronic deposit. Employees must complete a Payment Verification Form to set up an electronic deposit. Electronic deposit is strongly encouraged for non-state employees such as Board, Commission, Committee or Council members. The form can be obtained from Accounts Payable staff.
- When a board member is not able to sign a Travel Reimbursement Form, the Division Director or Budget Officer may sign on the board member's behalf.

III. Delegation of Authority for Travel

Travel Requests

Division Directors have authority to approve in-state and out-of-state Travel Requests and Blanket Travel Requests.

The Secretary must provide final approval for out-of-country Travel Request.

The Deputy must provide the final approval for the RFA Form.

Travel Reimbursements

The supervisor should review and approve Travel Reimbursement Forms. If the amount of reimbursement is greater than the amount authorized on the Travel Request Form, the supervisor should review and approve the form and forward the Travel Reimbursement Form along with the employee explanation, and Travel Request Form to the Division Director for final approval of the travel reimbursement.

In situations where the Division Director or Deputy to whom approval authority is delegated is on leave or extended travel on official business, a Division Director or Deputy may delegate signature authority to a subordinate by email or hard copy memo with the same authority as the Division Director, but only for the duration of leave or official travel. This written delegation must be maintained on file by the delegated individual for three years. This special delegation shall be limited to the specific delegations of authority identified by this Policy.

Additionally, the Division Director may delegate signature authority to a subordinate by hard copy memo, to approve Travel Request Forms and Travel Reimbursement Forms with the same authority as the Division Director. However, Division Directors cannot delegate signature authority for Blanket Travel Request Forms and RFA Forms. This written delegation must be maintained on file by the delegated individual for three years following the end date of the delegation. The delegation will be effective for the period specified on the memo or until the division director makes a change.

A copy should be submitted to Accounts Payable at the time the delegation is made.

For the Division of Parks and Recreation, the Deputy Director and the Assistant Director positions may approve all travel forms with the same authority as the Division Director.

IV. Further Policy Details

A. Employee Responsibility

An employee traveling on official state 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. The reimbursement of excess costs, indirect routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official state business are prohibited.

B. Subsistence – Lodging and Meals

Subsistence is an allowance related to lodging and meal costs (including gratuities). For the 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 his/her official capacity as required by his/her work activities.

Effective June 1, 2021, the General Services Administration (GSA) will be implemented to determine lodging rates based on the destination and month of travel. GSA rate adjustments for the first and last day of travel shall not apply. The rates may be found at:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

The maximum allowable statutory rate for subsistence is set by OSBM. The current rates may be found in OSBM's State Budget Manual at:

<http://www.osbm.state.nc.us/>

Lodging

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, to receive approved reimbursement. "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 department head or his or her designee. Specific dates of lodging must be listed on the reimbursement request and substantiated by a receipt from a commercial lodging establishment.

Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance and approved on a Travel Request Form.

- A justification memo or explanation must be attached with to the Travel Request Form when lodging rates before taxes is over the state rate.
- A Deputy must approve excess lodging when the lodging amount per night before taxes is \$100 or more on the Travel Request Form.
- A Division Director must approve excess lodging when the lodging amount per night before taxes is greater than the state rate, but less than \$100 on the Travel Request Form.
- Excess lodging is allowed when the employee is in a high cost area and unable to secure lodging within the current allowance, or when the employee submits in writing an opinion that his/her personal safety or security is unattainable within the current allowance. Excess lodging authorization is not allowed for reason of convenience or personal preference for the employee.

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 the employee or the division can document that per day lodging rates will cost less than standard in state or out of state lodging rates. For situations where the third party lodging exceeds state rates, the excess lodging must satisfy the excess lodging criteria. Follow the excess lodging requirements in addition to the third party lodging requirements when excess lodging criteria is met. Third party lodging requests must include documentation and evidence of savings to the State with the approved Travel Request Form. In each case where third party lodging is being considered, the employee must provide with the Travel Request and Travel Reimbursement Forms:

- All details regarding the arrangement, including the amount to be charged;
- The length of stay;
- Projected cost savings compared to standard lodging rates;
- Contact information; and
- A signed rental agreement, or a reservation and receipt.

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 agency managers or employees. Third party lodging may include, yet is not limited to, online website house or room rental services.

Reimbursement for Meals

Tips for meals are included in the meal allowance. Each meal reimbursement rate must be listed on the reimbursement request. Departure and arrival times must also be listed on the reimbursement form. The costs of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests. An employee may be reimbursed, if requested, for breakfast even if their lodging establishment offers a free continental breakfast.

State rules and guidelines shall take precedence over federal guidelines governing the use of federal grant funds, unless specifically exempted by OSBM in advance.

Meals During Overnight Travel

A state employee may be reimbursed for meals, including lunches, while on official state business when the employee is in overnight travel status. The destination must be located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less, to receive approved reimbursement.

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 prior to 6:00 A.M.
- Lunch: depart duty station prior to Noon (day of departure) or return to duty station after 2:00 P.M. (day of return).
- Dinner: depart duty station prior to 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 (vicinity) or home, whichever is less.

Meals cannot be reimbursed to employees if travel does not involve an overnight stay.

Note: On the Travel Reimbursement Form, the employee should include his/her actual number of hours worked and the departure and arrival time for the day on the date of travel.

The State Budget Manual, Section 5.2.11 Excess Meals, states: "No excess reimbursement will be allowed for meals unless there are predetermined charges, or the meals were for out-of-country travel. For RFA Forms where meals will exceed the per diem amounts, include an explanation on the form to justify the overage. Include catering fees, delivery charges, service charges, and taxes in the cost of the meals. If the caterer includes a fee on the invoice for use of the conference center facility, charge the amount to Other Expenses 535900. Excess meals where there are predetermined charges must be approved by a Deputy.

Meals and Day-to-Day Activities

State employees may not be reimbursed for meals in conjunction with a congress, conference, assembly, convocation or meeting, or by whatever name called, of 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.

Meals for Required Employee Attendance

A state employee may be reimbursed for meals, including lunches, when the employee's job requires his attendance at the meeting of a board, commission, committee, or council in his 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.

Meals with Commercial Air Travel / Airfare

Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.

C. Convention Registration

State law allows reimbursement of the actual amount of convention registration fees as shown by a valid receipt or invoice.

DNCR encourages employees to use a P-Card to pay for registrations. When an employee pays for registration using his/her credit card, he/she can be reimbursed prior to the actual travel date. If the employee does not travel to the registered event, he/she will be responsible to reimburse DNCR unless the event or trip was cancelled by those who arranged it or if the employee is sick (documentation must be maintained by the employee to justify cancellations).

The Travel Request Form must identify whether an employee is paying for the registration or if DNCR is paying the registration directly to the vendor.

D. Transportation

It is the intent of the State that state 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, DNCR employees shall:

- Maximize utilization of state-owned vehicles (agency-owned or agency-assigned vehicles owned by the Department of Administration – Motor Fleet Management),
- Make use of State term contracts for short-term rentals ([State Term Contract 975B Vehicle Rental Services](#)), and
- Reimburse for use of personal vehicles on a limited basis.

The following transportation options are in priority order:

Priority 1: DNCR employees should use a vehicle permanently assigned by Motor Fleet or a DNCR-owned vehicle for ground transportation when one is available. DNCR encourages ride-sharing.

The decision to use a rental vehicle versus a personal vehicle should be based on the most efficient and at the lowest and most reasonable cost option.

Priority 2: When State-owned resources are not available, an employee may use a private rental company listed in the State term contract (Hertz and Enterprise). See the link for the contact information for these companies – <https://ncadmin.nc.gov/statewide-term-contracts?combine=975B> . Except for international trips, Do Not

purchase vehicle insurance for rental vehicles because the State has vehicle insurance with Travelers Insurance Company. The employee will not be reimbursed if he or she purchases insurance for the rental vehicle. If he or she uses a rental car and pays for the fuel, the employee will need to maintain receipts and attach them to the Travel Reimbursement Form to be reimbursed. When returning the rental vehicle, the employee is responsible for adding fuel to the rental vehicle at the level required by the rental company to avoid a fuel charge. If the employee does not add fuel to the vehicle when returning it, he or she will be responsible for the rental company charge.

Priority 3: If a state 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). A state employee shall be reimbursed at the rate identified in the “Travel Forms and Guidance” document, standard IRS (Internal Revenue Service) mileage rate for the use of a personal vehicle. Except for members of State Boards, Commissions, Committees, and Councils (other than Licensing Boards), non-state employees and Licensing Board members traveling on official state business shall be reimbursed the same rate as state employees for the use of a personal vehicle. Members of State Boards, Commissions, Committees, and Councils shall be reimbursed at the rate identified in the “Travel Forms and Guidance” document, 25 cents per mile, for the use of a personal vehicle.

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.

When completing the Travel Reimbursement Form for employee mileage reimbursement rental car fuel reimbursement, be sure to use the correct account code – 532714 (in-state).

Motor Fleet Vehicles

[2017 Motor Fleet Management Regulations Manual](#)

Temporarily Assigned Vehicles – As of January 1, 2016, Motor Fleet no longer has temporarily assigned “Motor Pool” vehicles available for use. When State-owned resources are not available, an employee may use a private rental company listed in the State term contract (Hertz and Enterprise). See the link for the contact information for these companies – <http://www.doa.nc.gov/pandc/975b.pdf>.

Permanently Assigned Vehicles

1. Maintain a mileage log for each permanently assigned vehicle. The form may be obtained at: <https://ncadmin.nc.gov/government-agencies/motor-fleet-vehicles/vehicle-forms>
2. At the end of each month, turn in the mileage log to a supervisor.
3. The supervisor should review and sign the mileage log.
4. The supervisor should turn in the mileage log to the DNCR Budget and Finance Office.

Car Wash

DNCR is allowed one vehicle wash per month for each permanently assigned Motor Fleet Management vehicle not to exceed \$20.00.

When to Reimburse the State for Transportation by State Vehicle

Every individual who uses a permanently assigned state-owned passenger motor vehicle, pickup truck, or van to drive between his official workstation and his/her home, shall reimburse the state for these trips at a rate computed by the Department of Administration.

Note: The Division of Parks and Recreation has an exemption for Park Rangers (law enforcement) who are assigned state-owned vehicles and their residence is the specified parking space.

Commercial Air Travel / Airfare

Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.

DNCR encourages employees to use registered E-Procurement vendors such as Cardinal Travel Service or Maupin Travel to book airline tickets (so the employee does not have to pay directly out-of-pocket for the expense). When an employee pays for airfare using his/her credit card, he/she can be reimbursed prior to the actual travel date. If the employee does not travel using the airline ticket, he/she will be responsible to reimburse DNCR unless the event or trip was cancelled by those who arranged it or if the employee is sick (documentation must be maintained by the employee to justify cancellations).

The Travel Request Form must identify whether an employee is directly paying for the airfare when the employee is seeking reimbursement using the Travel Request Form.

Parking

Parking expenses are reimbursable while in the course of conducting official State business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the State as low as possible. Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. Receipts are required for airport parking claims. SBM 5.2.19

Airport parking should be in daily Park and Ride lot (not hourly); reimbursement will be at the Park and Ride rate unless approved by the Secretary.

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 via most economical mode available as listed below:

- Taxi, car service (including mobile phone ordered such as Uber and Lyft), or Airport Shuttle service – actual costs with receipts.
- Rental vehicles – may be used with the prior approval; however, rental vehicles may not be used for the sole convenience of the employee (receipt required).
- Private Car -the business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for parking claims.
- Use of Public Transportation – in lieu of using a taxi, car service, or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

- Travel to/from Airport or Car Rental at Employee's Duty Station Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal, train/bus station, or car rental provider may be made under the following circumstances.

Transportation by Common Carrier

Reimbursement for air, rail, or bus fare is limited to actual coach fare, substantiated by receipt. Reimbursement for check-in fees is limited to actual costs substantiated by receipt.

E. 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 the department'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 department. 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, the department may pay the penalties and charges.

F. P-Card Use for Travel

A P-Card can be used to pay for the following items when approved by a Travel Request or by Request for Formal Assembly:

- Lodging
- Registration
- Breaks for conferences and board meetings
- Airfare

Sales tax must not be paid for with a P-Card. If an employee pays sales tax with a P-Card, he or she will be responsible for reimbursing the state the sales tax amount.

A P-Card should not be used to pay for meals.

Notes about Travel Items Paid by P-Card:

- When a travel expense is paid by P-Card, the Travel P-Card Combo Form should be used. The Travel P-Card Combo Form should only be used by P-Card Holders who pay for travel items using a P-Card.
- When using the P-Card Combo Form, it is important to include travel expenses in the correct location on the form. For example, if lodging is paid for by P-Card, it should be listed in the "P-Card Transactions" section of the form. However, if lodging is paid with the employee's own money, it should be included in the "Reimbursable Travel Expenses" section of the form.
- Sometimes a P-Card Holder pays for a coworker's travel (such as airfare, lodging, and registration). The P-Card holder should include those expenses in the "P-Card Transactions" section of the P-Card Combo Form. If the coworker has travel expenses paid from his or her own money, the coworker should complete a standard Travel Reimbursement Form for his or her reimbursement. The coworker's travel reimbursement should not be included on the same P-Card Combo Form as the P-Card Holder's P-Card travel transactions.

- All required travel receipts should be attached to the P-Card Combo Form. For travel receipts paid by P-Card, on the receipt, write a note to indicate that the travel receipt was paid by P-Card. This helps Accounts Payable efficiently review and key the information for payment.
- If a P-Card Holder does not use a P-Card when he or she travels, but instead use his or her own money, the P-Card holder should use the standard Travel Reimbursement Form to seek reimbursement for out-of-pocket expenses.
- If a P-Card Holder uses the P-Card for transactions other than travel, the P-Card Holder should complete the standard P-Card Log. Please be sure to follow the P-Card Policy for all P-Card transactions.
- If a P-Card was used to pay for lodging, do not use a personal credit card to check out of the hotel.
- If a P-Card was used for lodging, be sure that sales tax is not included on the lodging receipt.

G. Tips and Gratuity

Reimbursement for tips and gratuity are allowed for the following up to the amounts listed:

- Baggage carrier – up to \$2 on day of check in and up to \$2 on day of check out.
- Hotel Cleaning Staff – up to \$5 per day of lodging.
- Ride Sharing – up to 15% of the cost of the ride.
- Car wash – up to \$5 tip for the service if the state vehicle is handwashed.

H. Use of the Travel Reimbursement Form for Business Items Other than Travel

When an employee spends his/her own money to purchase work-related items such as supplies for his/her division, he/she may use the Travel Reimbursement Form to be reimbursed as long as the Division Director approves the form, the proper documentation for the expense is attached, and the expense was allowable to be made outside of Purchasing laws, rules, and policy. A Travel Request Form is not required for the employee to be reimbursed for the purchase of items that are not related to travel.

Safety Shoes

Employees who require safety shoes must follow the Safety Shoe Policy for safety shoe reimbursement. The Safety Shoe Policy can be obtained from the DNCR Safety Director in the Human Resources Division. When completing the Travel Reimbursement Form for safety shoe reimbursement, explain the purpose for the safety shoes in the “purpose” section of the form. Also, attach the safety shoe approval documentation with the Travel Reimbursement Form.

Commercial Driver License (CDL)

Employees who are required to have a CDL, may request reimbursement, with stipulations, for the cost of a new CDL or for CDL renewals. The CDL reimbursement amount should be the cost of the CDL listed on the DMV receipt less the cost of a standard NC Driver License (Class C). The CDL serves as the driver license for driving motor vehicles that require a CDL and for driving regular cars and trucks that require only a Class C license.

Note about Reimbursement for CDL:

- In 2018, a CDL is valid for five years. A Class C license costs \$5 per year. The CDL reimbursement amount in 2018 would be the cost of the CDL from the DMV receipt less \$25 (\$5 x 5 years) for a Class C license.
- When completing the Travel Reimbursement Form for CDL reimbursement, explain the purpose for the CDL in the “purpose” section of the form and explain the need for the CDL for job duties.

I. Travel Related to a Political Function for Elected and Appointed Officials

No state funds may be used to pay travel or subsistence costs for a state official while attending a political function, meeting, or any political activity. Political activity is an activity directed toward securing the success or failure of a political party, candidate for partisan political office, partisan political group, or issue in a partisan election. Official state business occurs when the state employee or other person is traveling to attend approved job-related training, work on behalf of, or officially represent the State. Travel that does not directly benefit the State will not be reimbursable. The employee is required to disclose whether the travel was political in nature because it will not be reimbursable.

History

Effective 4/30/2009

Revised 11/1/2010; 2/1/2012; 7/1/2013; 12/1/2015; 2/2/2016; 3/15/2018; 6/01/2021