



STATE OF NORTH CAROLINA

Annual Travel Policy Attestation

Due to OSBM annually by April 1

AGENCY OR UNIVERSITY NAME:

TRAVEL POLICY REVIEW CHECKLIST

Agency heads may choose to reimburse lodging and meals expenditures at the standard state subsistence rates outlined in section 5.2.1 of the Budget Manual or request authorization to set agency-specific rates up to the U.S. General Service Administration's (GSA) subsistence rates. To be granted this authority, the agency head shall attest to having implemented internal travel policies that cover, at minimum, the topics below. The policies shall be published on the agency's website. Agency heads choosing this option retain the authority to approve lodging reimbursements above GSA rates if they meet the excess lodging criteria outlined in section 5.2.3 of the Budget Manual.

- Subsistence rates for lodging and meals
- Conditions and restrictions for lodging and meals
 - In-state and out-of-state overnight stays
 - Third-party lodging
 - Breakfast and dinner reimbursement for day travel
- Conditions and restrictions for transportation
 - Personal car, rental car, and/or agency vehicle use
 - Mileage reimbursement
- Conditions and restrictions for travel advances
 - Timelines
- Reimbursements
 - Documentation and submission requirements
 - Timelines

I certify that AGENCY NAME: _____ has documented travel policies addressing, at minimum, the items listed above and those policies have been published on the agency's public-facing website.

Link to agency policies:

Agency head or designee signature

Date