

TRAVEL REIMBURSEMENT GUIDELINES:

Statutory regulations for per diem, transportation and subsistence allowances for Local Education Agency (LEA) officers and employees are contained in G.S. 138-5, 138-6, and 138-7. It is the intent of this section to provide a comprehensive reference for uniform interpretation of the statutory regulations for payment or reimbursement of allowable travel expenses pertaining to official state funded travel and subsistence.

When requesting reimbursement for travel expenses please make sure that expenses have been previously requested on the In-Service Form and approved by your supervisor and forwarded to Ms. Poplin.

Each employee is responsible for his or her own request for reimbursement. Requests for reimbursement must be filed within **thirty (30) days** after the travel period ends for which the reimbursement is being requested.

Registration Fees:

Registration fees may be paid up to \$30.00 per LEA employee for each occurrence and may be paid by the school unit or the employee. The amount is the same for In-State and Out-of-State meetings. Documentation of the registration costs paid by the employee must be attached to the travel reimbursement in order to be reimbursed for this expense. Occasionally, meals will be included in the registration fees and the amount will exceed the \$30.00 limit. As long as the registration amount has been approved and noted on the In-Service form, we can reimburse for excess registration.

Meals:

Allowances shall not be paid to employees for meals if travel does not include an overnight stay. Employees claiming reimbursement under this provision are limited to the meal rates listed on the reimbursement form. If a meal is included in the registration, the employee should not apply for reimbursement of that meal on the travel reimbursement form. The reimbursement rate is inclusive of gratuities.

Lodging:

Overnight lodging can be reimbursed when prior approval is obtained on the in-service request. A lodging receipt showing date of stay and name of individual should be attached to the travel request form. An employee must stay overnight to be able to claim any meals for the trip. If an employee stays overnight with a relative or a friend, they must obtain a written note from that individual stating that the employee stayed overnight on the particular date of travel. In order to be eligible for the reimbursement for lodging, the employee must be at least 50 miles from the employee's regularly assigned duty station.

Receipts Required:

Actual costs of taxi or airport shuttle fares may be claimed **only with a receipt**. All parking fees, storage fees, and tolls may be claimed **only with a receipt**. The statutory subsistence rate is inclusive of personal gratuities, except baggage handling tips, which may be claimed for porters at terminals and hotels as other expenses. A receipt is required for tips for baggage over \$2.00 per bag.