

TRAVEL REIMBURSEMENT PROCEDURE: SUBSISTENCE

Related Board of Trustees Policy: BP 5.1

Approval:

Revision:

For those traveling overnight, the state rate allowance of \$103.20 for a twenty-four hour period for in-state travel and \$117.70 for a twenty-four hour period for out-of-state travel is expected to be followed. Out-of-state travel status begins the day the employee leaves the state and remains in effect through the day 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 period.

Reimbursement of actual costs of overnight lodging whether in-state or out-of-state, must be documented by an itemized zero balance receipt of actual lodging expenses from a commercial establishment. Lodging costs shall not exceed \$65.90 plus tax (in-state) or \$77.90 plus tax (out-of-state) unless excess subsistence for lodging is requested and approved on the "Travel Request" form. Excess lodging authorization is not allowed for the reason of convenience or personal preference for the employee. Reimbursement to employees sharing a room with a member of his or her family will be limited to the single occupancy rate.

Reimbursement for meals shall not exceed \$37.30 for three meals when traveling in-state or \$39.80 for out-of-state. The following is a table of current rates for subsistence reimbursement:

	In-State	Out-of-State
Breakfast	8.20	8.20
Lunch	10.70	10.70
Dinner	18.40	20.90
Lodging	65.90	77.90
Total	\$103.20	\$117.70

Employees may receive allowance for meals for partial days of travel when the partial day is the day of departure or the day of return. The overnight travel must involve a destination located at least 35 miles from the employee's regularly assigned duty station or home, whichever is less. To be eligible, the employee must:

- **Breakfast** Depart duty station prior to 6:00 a.m.
- **Lunch** Depart duty station prior to Noon on the day of departure or return to duty station after 2:00 p.m. on the day of return.
- **Dinner** Depart duty station prior to 5:00 p.m. on the day of departure or return to duty station after 8:00 p.m. the day of return

The time of departure and return must be stated on the travel reimbursement request. For non-overnight travel, employees are eligible for breakfast if they depart prior to 6:00 a.m. or dinner if they return to duty station after 8:00 p.m. To be eligible for both meal allowances the employee must have worked five (5) hours longer than the normal workday. Employees are not eligible for lunch for non-overnight travel.

No excess will be allowed for meals from state funds unless the meals were for out-of-country. The Vice President of Administrative Services may grant excess subsistence for meals while traveling out-of-country. The claim for excess must be requested and approved on the Travel Request form prior to departure.

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