FINANCIAL SERVICES TRAVEL GUIDELINES

JANUARY 2019
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An employee traveling on official college business should 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 college business are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of college-issued credit cards and/or P-Cards is grounds for termination.

All travel is contingent upon the availability of funds in the proper budget line item.

I. **NO FUNDS REQUESTED OR PREPAID EXPENSES.** Even when the traveler does not wish reimbursement for any part of his/her trip, or if he or she has travel expenses that are covered by a procurement card or requisition, his or her travel must be on record in Financial Services.

II. **BLANKET TRAVEL (Mileage Only) (Attachment A)**

A traveler may request reimbursement for mileage expenses only. The Travel Request (Blanket Travel) is the travel approval form necessary to conduct college business on a routine basis and claim mileage reimbursement only. This applies to in-state travel and one-day trips only.

A Blanket Travel form must be filled out on a yearly basis (July 1) and filed in **Financial Services.** If there are any questions concerning employees covered by the department blanket travel, please contact Financial Services at 252-514-0472.

III. **DAILY LOG FOR LOCAL TRAVEL (Attachment B)**

After turning in Blanket Travel, an employee may use the Daily Log for Local Travel to log all trips made locally. The Daily Log for Local Travel covers travel necessary to conduct college business on a routine basis and claim mileage reimbursement only. This includes similar activities that make it impracticable to obtain specific trip approvals, or in response to an emergency situation or immediate and time sensitive duties that make it impracticable to plan travel times.

When requesting mileage, enter the odometer readings to and from each site, the purpose of each trip and the total mileage traveled. Registration, tuition fees, meals and all other expenses are not covered. If you need to request mileage on clinic or site visits outside of Craven County, those counties should be included in your blanket travel. This form must be turned in by the 5th of the following month or 30 days from the last date of travel or June 30, whichever comes first.
IV. **Travel (Not Overnight Travel) (Attachment C)**

Travel (overnight) follows normal rules and regulations. The expense accounts used when the travel is processed should be for transportation to the destination. A MapQuest map showing the round trip mileage should be attached. If an employee is not involved in overnight travel, there will normally be no reimbursement for breakfast, lunch, or dinner meals.

Lunch is never allowed on a one-day trip, except when it is preplanned as part of the meeting. State employees may not be reimbursed for lunch unless they are involved in overnight travel or the lunch is included as part of a registration.

- **When round trip mileage does not exceed 100 miles (regardless of the number of days traveled):** Employees can be reimbursed the business standard mileage rate set by the IRS (currently, 58 cents per mile) when using their personal vehicle for state business.

- **When round trip mileage does exceed 100 miles (regardless of the number of days traveled):** Employees can be reimbursed at a rate that would not exceed .33 cents a mile.

- **Meal reimbursement for daily travel:** Meal reimbursement for daily travel (when an employee is not in overnight travel status) have been repealed and removed and is no longer allowable.

V. **In-State Travel (Overnight) (Attachment D)**

In-state travel follows normal rules and regulations. The expense accounts that are used when the travel is processed are determined on the traveler's destination (in-state, out-of-state, foreign). If the traveler were going on college business in-state, then use in-state accounts. Travelers are allowed one day of travel before the beginning of a conference and one day of travel after the conclusion of a conference. Professional judgment should be used to determine if both days are necessary. If more days of travel are being requested for reimbursement, documentation must be attached to justify the extra travel days. The traveler will not be reimbursed for an extra day for personal reasons.

- **When round trip mileage does not exceed 100 miles (regardless of the number of days traveled):** Employees can be reimbursed the business standard mileage rate set by the IRS (currently, 58 cents per mile) when using their personal vehicle for state business.

- **When round trip mileage does exceed 100 miles (regardless of the number of days traveled):** Employees can be reimbursed at a rate that would not exceed .33 cents a mile.
VI. **OVERNIGHT / OUT-OF-STATE TRAVEL (Attachment D)**

Overnight/Out-of-state travel follows normal rules and regulations. Overnight/Out-of-State budget codes will be used when travel is processed. Travelers are allowed one day of travel before the beginning of a conference and one day of travel after the conclusion of a conference. If more days of travel are being requested for reimbursement, documentation must be attached to justify the extra travel days. If the reason is that lower airfare was realized, documentation is required showing the amount of money that was saved. The amount of savings must be enough to cover any extra hotel or meals expenses that are incurred.

When traveling out of state and driving is preferred, traveler would need to provide an airfare comparison of cost to justify that driving would be the less costly means of transportation. If the airfare is the less costly, then the traveler will be reimbursed the lesser amount. This would need to be attached to the travel authorization.

When an outside party pays for a portion of your travel, it will be required to provide documentation showing the portion they paid when the travel reimbursement is submitted.

- **When round trip mileage does not exceed 100 miles (regardless of the number of days traveled):** Employees can be reimbursed the business standard mileage rate set by the IRS (currently, 58 cents per mile) when using their personal vehicle for state business.
- **When round trip mileage does exceed 100 miles (regardless of the number of days traveled):** Employees can be reimbursed at a rate that would not exceed .33 cents a mile.
- **Meal reimbursement for daily travel:** Meal reimbursement for daily travel (when an employee is not in overnight travel status) have been repealed and removed and is no longer allowable.

VII. **FOREIGN TRAVEL (ATTACHMENT D)**

All foreign travel must be approved by the Vice President of Administration. Airline tickets, registration fees, or travel advances cannot be processed until the Vice President has approved the foreign travel. Travelers are allowed one day of travel before the beginning of a conference and one day of travel after the conclusion of a conference. If more days of travel are being requested for reimbursement, documentation must be attached to justify the extra travel days. If the reason is that lower airfare was realized, documentation is required showing the amount of money that was saved. The amount of savings must be enough to cover any extra hotel or meals expenses that are incurred. Exchange rate must be shown on the reimbursement form. Conversion calculations must also be shown on all backup documentation. Use the following web address for currency conversion: [http://www.xe.com/ucc/](http://www.xe.com/ucc/)
VIII. TRAVEL AND ALLOWANCES – PART-TIME INSTRUCTORS
Temporary or part-time curriculum and extension instructors who travel more
than 15 miles to or from a duty station for the purpose of teaching curriculum and
extension courses may be paid mileage expenses in justified cases approved in
writing by the college’s President or his/her designee.

Note: This policy is not intended to reimburse normal commuting expenses.

Subsistence and lodging for temporary or part-time curriculum and extension
instructors may be paid when it is deemed more economical for the employee to
stay overnight rather than to charge transportation costs on successive days.

Travel required of part-time employees - If the college requires a part-time
employee to travel to a conference, seminar, etc. beyond the times stated in their
instructing contract, salary can be paid for the part-time employee to attend the
conference, seminar, etc. A new contract must be generated and the new
contract shall include written justification stating that the college requires the part-
time employee to travel. The new contract costs must include driving time to and
from the conference, seminar, etc., as well as the time spent attending the
conference, seminar, etc. The new contract salary costs shall not include time
spent each day before the conference, seminar, etc. convenes nor time spent
each day after the conference has adjourned (i.e. time spent each evening in
their hotel room or participating in events that state funds normally would not
support). Salary will only be calculated according to a formal, printed preplanned
agenda according to the days and times listed on the agenda that relate directly
to conference, seminar, etc. activities. Salary will be expended from a part-time
salary object. All other travel related costs will be expended from the appropriate
expenditure object(s).

IX. TRAVEL ADVANCE (Attachment D)

Travel advances may be issued when deemed necessary and approved by the
Executive Director of Financial Services & Purchasing two weeks prior to travel.
Travel advance requests cannot be submitted for less than $100.00. Advances
are issued for only 90% of the total cost of the trip except for the items that are
prepaid by the college, such as registration. Travel advances will not be issued to
students.

Financial Services cannot issue the travel advance check more than five (5)
calendar days prior to the travel. All outstanding advances must be closed out
before the Accounting Assistant-Travel will process an additional advance
request. Be sure to use the same account numbers when processing the
reimbursement that were used on the travel advance.

The travel advance amount is subtracted from the total on the Travel
Reimbursement form, which is to be submitted within 30 days of the return date
or June 30, whichever comes first. Failure to repay a travel advance within 30
days of the trip can result in a deduction from traveler’s paycheck and may not be
eligible for future travel advances from the college. Always use the same
account numbers when processing the reimbursement that were submitted on the travel advance.

X. CANCELED TRIPS

When a trip is canceled, a memorandum of explanation and any reimbursement to the college must be sent to the Accounting Assistant-Travel & Scanning within 30 days.

Prepaid Airline Tickets for Canceled Trips

If an airline ticket has been purchased with a College credit card and is used on a trip that is subsequently canceled, the department needs to call and rebook the flight, if possible, or check with the airline to inquire as to whether or not a credit voucher can be given, in order to avoid losing the airline ticket entirely. Usually they will charge $150.00 rebooking fee and the ticket will be good for one year. The Accounting Assistant/Travel will need a memorandum explaining why the trip was canceled and a copy of the Airline itinerary. The traveler should keep records of the canceled airline ticket information and make sure it is used within the specified time.

Prepaid Registration Fees for Canceled Trips

If registration has been prepaid by the College, the department will need to determine if a refund can be given on the registration. If a refund cannot be granted, please note that on the memorandum to the Accounting Assistant-Travel & Scanning. If a refund is given, the department will need to attach the refund check, a memorandum noting the account number, along with a copy of the purchase order.

XI. AIRLINE TICKETS

Purchased by the Traveler: Tickets for commercial air travel may be purchased by the traveler and claimed on their travel reimbursement. Travel by "Air Coach" must be utilized. Flight insurance is not reimbursable. The traveler must attach the passenger’s receipt (boarding passes) that show the dates of the travel, the cost of the ticket, and/or the travel itinerary, and backup that shows paid in full.

XII. REGISTRATION AND TUITION FEES

State law allows reimbursement of the actual amount of convention registration fees as shown by a valid receipt or invoice. Registration fees may be paid by the employee or the College. It is the employee’s responsibility to obtain receipts in order to receive reimbursement.
Registration fees billed to account #531500 and must be approved on the Travel Reimbursement form. Please furnish all available information regarding the fee when submitting the Travel Reimbursement form.

Tuition: The registration/tuition fee is considered tuition if educational credits are to be awarded.

Payment for registration or tuition fees may be prepaid and should be charged to a college credit card or submitted on a Requisition form. Travelers must allow at least four weeks for the Requisition form to be processed. Registrations are not usually paid more than thirty days in advance, unless the college receives a substantial savings or the registration materials request an earlier payment. If the traveler checks that registration was prepaid, make a note as to whether or not it was prepaid by credit card or by requisition. It is preferred that a copy of the requisition be attached to the travel request.

Meals that are a part of a registration and/or tuition fee must be excluded from the subsistence expense on the travel reimbursement, even if the traveler did not participate. Also, some hotels furnish a hot breakfast and therefore you would not claim breakfast on the travel reimbursement form.

XIII. Subsistence
A. Overnight Travel

Rate of allowance: The rate is $109.50 for a twenty-four-hour period when traveling in state and $125.10 for a twenty-four-hour period when traveling out of state.

1. Lodging: Maximum allowances are $71.20 plus tax when traveling in state and $84.10 when traveling out of state. Daily hotel allowances are to be logged including taxes as incurred on the date on which the night's lodging begins. Travelers are required to obtain an itemized receipt with a zero balance in their name indicating the address of the commercial lodging establishment. When the subsistence (lodging) is less than the established rate, the maximum amount reimbursable will be the actual paid amount charged. Lodging expenses are not reimbursable in an employee's hometown or city. In cases where two college travelers are sharing a room, both travelers are required to obtain separate receipts with a zero balance in their name for their travel expense.

2. Excess Lodging: Excess lodging authorization for in-state, out-of-state, and out-of-country travel must be obtained in advance (see chart). 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 with the
current allowance. Excess lodging authorization is not allowed for reason of convenience or personal preference for the employee. The employee may exceed the part of the ceiling allocated for lodging without approval from department head provided that the total lodging and food reimbursement does not exceed the maximum daily subsistence.

3. **Meals:** Reimbursement for meals shall not exceed $38.30 for three meals when traveling in state and shall not exceed $41.00 for three meals when traveling out of state. The following is a table of rates for reimbursement:

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>$ 8.40</td>
<td>$ 8.40</td>
</tr>
<tr>
<td>LUNCH</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>DINNER</td>
<td>$18.90</td>
<td>$21.60</td>
</tr>
<tr>
<td>HOTEL</td>
<td>$71.20</td>
<td>$84.10</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$109.50</td>
<td>$125.10</td>
</tr>
</tbody>
</table>

Employees receive allowances for meals and lodging for full days of travel and for partial days (less than a twenty-four-hour period) when the partial day is the day of departure or the day of return and involves an overnight stay. To be eligible for specified meals on partial travel days, the employee must:

a. Breakfast  
   Depart duty station prior to 6:00 a.m.

b. Lunch  
   Depart duty station prior to 12:00 p.m. (Day of departure)  
   Return to duty station after 2:00 p.m. (Day of return)

c. Dinner  
   Depart from duty station prior to 5:00 p.m.  
   Return to duty station after 8:00 p.m.

Mileage should be determined from your duty station (New Bern Campus or Havelock Campus). A MapQuest map showing your round trip mileage should be attached to your travel request if you are driving. If you work in Havelock and live in New Bern or vice versa, you need to determine the place of departure from the closest point. Mileage from your home is not allowed unless it is the closest point.

Lunch is never allowed on a one-day trip, except when it is pre-planned as part of the meeting and included in the registration fee.

When an employee has meals in a state-operated facility (the no lunch provision is applicable here also) and the meal charge is less than the established rate, the maximum amount reimbursable will be the amount charged.
No excess above the per diem allowance will be allowed for meals on State or Grant monies unless such costs are included in registration fees. Excess meals are allowed on institutional funds with an itemized receipt and prior approval of the department head and dean.

All meal expenses must be paid by the traveler and reimbursed on a Travel Reimbursement form. No meals can be prepaid by the college unless they are included in a registration fee and a meeting is involved.

Meals that are a part of a registration and/or tuition fee must be excluded from the subsistence expense on the travel reimbursement, even if the traveler did not participate.

A continental breakfast is not considered a full breakfast, so reimbursement for breakfast is allowed. A buffet breakfast is considered a full breakfast, so reimbursement for breakfast is not allowed. A brunch is considered lunch. A reception is not considered a dinner, so reimbursement for dinner is allowed. When the hotel serves a hot breakfast that would be considered breakfast and you would not request reimbursement.

B. Daily Travel (Attachment B)

If an employee is not involved in overnight travel, there will normally be no reimbursement for breakfast, lunch, or dinner meals.

Lunch is never allowed on a one-day trip, except when it is preplanned as part of the meeting. State employees may not be reimbursed for lunch unless they are involved in overnight travel or the lunch is included as part of a registration.

To be eligible for allowances for the breakfast and evening meals, employees must comply with the following criteria:

1. Breakfast: Depart duty station prior to 6:00 a.m. and extend the normal workday by two hours.
2. Dinner (evening): Return to duty station after 8:00 p.m. and extend the normal workday by three hours.
3. To be eligible for both meal allowances, the employee must have worked five (5) hours longer than the normal workday.
4. The travel must involve a travel destination located at least thirty-five miles from the employee's regularly assigned duty station (vicinity).

No subsistence expense is reimbursable if it is incurred within thirty-five miles of the employee's duty station unless specifically authorized in advance by the department head. This 35-mile...
limitation is defined as a 35-mile radius from the city limits or boundaries of a town, village, or home, whichever is less.

When an employee stays or has meals in a state-operated facility, and the subsistence (meals and/or lodging) charge is less than the established rate, the maximum amount reimbursable will be the amount charged. The no-lunch provision is applicable here, also.

Each meal reimbursement rate must be listed on the reimbursement request. Each employee is responsible for his or her own request for reimbursement.

XIV. OTHER EXPENSES

A. Telephone Calls

Reimbursement - (Voice Transmission) Official business phone calls (exclude personal) are NOT reimbursable from state funds. Official business calls may be reimbursed from non-state funds up to five dollars ($5.00) without the point of origin and destination being identified. Calls over five dollars ($5.00) must be identified as to point of origin and destination.

Long Distance - (Voice Transmission) While traveling, employees are NOT allowed to charge long distance phone calls to state funds. All long distance calls must be paid from non-state funds pursuant to the employee conducting official state business while traveling.

Allowable Personal Calls - (Voice Transmission) An employee who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each two days for which reimbursement to the employee may not exceed three dollars ($3.00) for each in-state call or five dollars ($5.00) for each out-of-state call. Reimbursement must be made from non-state funds.

Employee Emergency Calls - (Voice Transmission) an employee may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the college. Appropriate documentation and justification must be filed with the reimbursement request. An example is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons. Reimbursement must be made from non-state funds.

B. Mobile Telephones - (Voice Transmission)

Because mobile telephone charges (cellular and digital) are based on measured use, no personal calls should be made on mobile telephones except in emergency cases determined by the college. Mobile telephone calls to conduct official college business should only be used when more
economical means of telephoning are not reasonably available. If an employee uses his/her personal mobile telephone in conducting official college business, the employee may be eligible for reimbursement. In order for the college to reimburse the employee, the employee must indicate on his/her telephone bill the reimbursable call(s), individual(s) called and the nature of the call(s), and submit the telephone bill to their supervisor for approval. If the supervisor approves the call(s) as official college business, the college will reimburse the actual billed cost of the call(s) from non-state funds.

C. Internet Access

Employees traveling on official college business needing access to the Internet to perform college business should use the most efficient manner available. The employee should request this on the Travel Request form and the supervisor must approve. Documentation and justification must be attached to the request for reimbursement. Reimbursement may be made from state funds for Internet access.

D. Baggage

Baggage check-in at most airlines is $25.00 for one bag. Original receipts are required for reimbursement. If more than one bag is checked, justification must be submitted. The airline website should state the amount of fees for baggage. Baggage handling tips for porters at terminals and hotels may be claimed as "other expenses." Maximum baggage tip allowed is $2 per bag with a 2 bag maximum. This would allow $4 each day of arrival and departure for a total of $8.

E. Passports

Reimbursement for costs incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his or her duties, is required to travel overseas in the furtherance of official state business. Passport expenses are chargeable to the same fund that supports the employee's trip. Prior written approval from the department head is required for reimbursement.

F. Tips and Gratuities

Reimbursable gratuities 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 tip:
• Airports: Baggage Handling/Skycaps = no more than $2.00 per bag; Shuttle Drivers = no more than $2.00 per bag.
• Parking/Auto Related: Valets = $2.00 per car when collecting the car; Taxi Drivers = 15% of the fare and $1.00 to $2.00 per bag.

Tips for handling baggage at common carrier terminals and/or when arriving at or departing from the place of lodging are allowed and must be itemized under “other expenses.” Baggage tips do not count toward the authorized subsistence maximums, but may be submitted as miscellaneous and excessive tips must be documented with a receipt. Tips for room service and other hotel services are not reimbursable. The costs of laundry, entertainment, alcoholic beverages, “set-up,” between-meal snacks or refreshments, and other personal expenses are not reimbursable.

XV. PRIVATE CARS

Travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the college. With regard to passenger vehicle travel, whether in-state or out-of-state, college travel policies shall:

• Maximize utilization of college-owned vehicles
• 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.

Colleges are encouraged to establish policies that promote efficient travel, such as ride- sharing. When college-owned resources are not available, the college may procure vehicles through the State’s term contracts or reimburse use of personal vehicles. If a college employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the duty station or closest point of departure to destination (and return).

An authorized traveler who has been approved for reimbursement for the use of a personal vehicle shall be reimbursed the standard business mileage rate set by the Internal Revenue Service (see Table 2, below) or a lower rate approved by the college’s board of trustees when using their personal vehicle for official college business and the round trip does not exceed 100 miles per day that the traveler is in travel status.

However, if an authorized traveler chooses to use a personal vehicle and the round trip is less than 100 miles per day of travel status, the college will reimburse the authorized traveler at the standard IRS business mileage rate of .58 cents a mile up to 100 miles per day and mileage over 100 miles will be reimbursed at the rate of .33 cents per mile (see Table 2, below). 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 state employee.
For the purposes of reimbursing authorized travelers for the use of their personal vehicle for official college business, colleges may use either the standard business mileage rate set by the Internal Revenue Service for the year in which the travel occurs (see Table 2, below) or establish a rate lower than the IRS rate as a result of the limited budget availability for travel (State Board of Community College Action Item Attachment FC-5, 07/16/04). Reimbursement rates must be approved and adopted by the college’s board of trustees.

**It is the responsibility of the college to review the IRS business standard mileage rate annually and obtain local board approval prior to changing the reimbursement mileage rate to the prevailing rate or any amount less than the prevailing rate.**

Reimbursement shall not be authorized for expenses which exceed the established rate of travel or actual air-coach rate when:

- A college-owned vehicle is available.
- Railroad, airplane, or other alternate transportation is feasible and would be more economical, considering transportation, subsistence, and salary costs.

For *college owned* automobiles on official state business, reimbursement shall not exceed the rate established by the local board of trustees for transportation by privately owned automobiles *less* the current depreciation portion of the IRS standard business mileage rate (see Table 2, below).

*Table 2 – Current mileage rate schedule.*

<table>
<thead>
<tr>
<th>Description</th>
<th>Per mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRS standard business mileage rate</td>
<td>58¢ IRS</td>
</tr>
<tr>
<td>depreciation mileage rate</td>
<td>20¢ IRS</td>
</tr>
<tr>
<td>medical or moving purposes mileage rate</td>
<td>33¢</td>
</tr>
</tbody>
</table>

Reimbursement may be made to College Board of Trustees for their commute from their home to their duty station to conduct official College Board meetings.

**XVI. RENTAL CAR**

For both in-state and out-of-state travel, rental vehicles shall be obtained through State Term Contract 975B Vehicle Rental Services when available. If the rental agency does not bill the college directly, the authorized traveler will be reimbursed up to the rental rate of a standard class vehicle based on the State’s term contract, unless there is a documented business purpose for rental of a larger vehicle and that purpose has been approved through the travel authorization process.

Review State Term Contract 975B Vehicle Rental Services for a complete listing of all vehicle rates and options: [http://www.pandc.nc.gov/975b.pdf](http://www.pandc.nc.gov/975b.pdf)
Differences in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle must be approved in advance by the college president or his or her designee. Without such approval, the authorized traveler must pay the difference in the cost.

Authorized travelers must present an original itemized receipt from the rental agency for reimbursement. Authorized travelers should choose the most economical means of refueling the rental vehicle, which is typically to refuel the rental vehicle before returning it to the rental agency. Gas receipts for refueling the rental vehicle from a commercial gas station or rental agency are required for reimbursement. No reimbursement will be made for rental insurance purchased because college employees are covered under the college’s auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in official college business during travel to international destinations.

**Employee’s Convenience**

Reimbursement for expenses incurred while at the employee’s destination may be made for travel to obtain meals. No common carrier or public transportation costs are reimbursable on a trip when reimbursement is authorized for a private car, unless it is shown that such transportation was more economical in a particular situation.

Reimbursement of costs incurred through use of a private car should be for direct mileage between points on the employee’s itinerary. A log should be kept which accurately records miles driven for official college business and should be submitted with the reimbursement.

Tolls and parking are reimbursable to employees using a personal vehicle. **Itemized receipts are required.**

MapQuest.com should be used to determine the shortest route. This should be printed and attached to the Travel Authorization form.

**Taxis and Limousines**

The department head must approve the use of taxis and limousines. The actual costs of taxi and limousine fares are reimbursable when required for travel on state business. Taxi fares are not reimbursable for intercity transportation, except when no less expensive mode of transportation is available within a reasonable period. Reimbursement for taxi and limousine fares from the airport to the meeting hotel and the return trip does **require receipts.** Search the City Website for your destination for fees related to taxi service.

You must have the name, address, and phone number of the cab company on a receipt signed by the taxi driver for each trip.
Reservations: Pat Hardee, Todd Murphrey or Carlton Banks will make the reservations and the traveler will get a confirmation.

XVII. TRAVELERS OTHER THAN STATE EMPLOYEES

A. Non-State Employees

1. Non-state employees traveling on state business, whose expenses are paid or reimbursed by the State of North Carolina, are subject to these regulations, including statutory subsistence allowances, to the same extent, as are state employees. Travel expenses for members of a non-employee’s family are not reimbursable. No travel advances will be made to non-state employees.

B. Prospective Professional Employee

1. Department chairpersons are authorized to approve reimbursement of transportation expenses of prospective professional employee from outside North Carolina visiting state agencies for employment interviews. These expenses are limited to transportation and subsistence for three days at the in-state rate.

C. Students

1. Students at state institutions that travel on official state business and whose expenses are paid or reimbursed by the State of North Carolina are subject to these regulations, including statutory subsistence allowances, to the same extent, as are state employees. Travel by students for the purpose of participating in athletic contests and activities of student organizations must be paid from funds supporting the particular organization or activity, not state funds. Student travel for academically required projects or papers is not considered official state business. However, if the student is traveling for the purpose of presenting at a conference or meeting and is officially representing the college during the travel, the college may choose to reimburse the student’s travel and subsistence costs from institutional trust funds only. Approval must be signed by the student’s department head.

D. Use of State Funds to Pay for Student’s Food and Beverage – The purchase of food and beverage for students at higher education institutions is not allowable unless a grant, donation, or other non-state funding source has been specified for this purpose.

E. Attendants

1. State policy does not permit the payment of salaries for attendants for handicapped employees. Any employee requiring physical assistance while on state business must provide it at his or her own expense. Payment of
travel expenses for attendants may be reimbursed in extraordinary circumstances if advance approval is obtained from the department head.

2. The original Reimbursement for Travel form must have the original signature of the Traveler and Department Head, or they will be returned to the department.

All travel including Grants will follow State guidelines. The expense accounts are as follows:

<table>
<thead>
<tr>
<th></th>
<th>In-State</th>
<th>Out-of State</th>
<th>Foreign</th>
<th>Board/Nonemployee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Air</td>
<td>531120</td>
<td>531220</td>
<td>531320</td>
<td>531410</td>
</tr>
<tr>
<td>Ground, Tolls &amp; Parking</td>
<td>531110</td>
<td>531210</td>
<td>531310</td>
<td>531410</td>
</tr>
<tr>
<td>Other</td>
<td>531190</td>
<td>531290</td>
<td>531390</td>
<td>531410</td>
</tr>
<tr>
<td>Subsistence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>531140</td>
<td>531240</td>
<td>531340</td>
<td>531420</td>
</tr>
<tr>
<td>Meals</td>
<td>531150</td>
<td>531250</td>
<td>531350</td>
<td>531420</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checked Baggage Fee (Baggage Tips/Telephone)</td>
<td>531130</td>
<td>531230</td>
<td>531330</td>
<td>531410</td>
</tr>
<tr>
<td>Registration</td>
<td>531500</td>
<td>531500</td>
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</tr>
</tbody>
</table>

**XVIII. CONFERENCES**

**Conference Meals for State Employees**

Pursuant to G.S. 138-6(a)(3), a university or state agency cannot use funds to pay for conference meals for state employees at which a conference fee was not charged, unless the following conditions are met:

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

**External Conference Registration Fee Use Prohibitions**

External conferences are those that involve the attendance of persons other than the employees of a single state department, institution or agency. Payment for meals is allowable if included in the registration fee, but such 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) 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. Conferences sponsored or co-sponsored by a state department are authorized when they meet the limitations and requirements listed below. The conference is planned in detail in advance, with a formal agenda or curriculum. There is 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 a state agency without allocation to participants’ daily subsistence allowances.

The sponsoring department may charge registration fees to participants for costs of external conferences.

Registration fees may not include costs of entertainment, alcoholic beverages, setups, or 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 (G.S. 138-6(a) (4)).

Sponsoring departments may provide refreshments for “coffee breaks” provided there are twenty or more participants and the costs do not exceed four dollars and fifty cents ($4.50) per participant per day.

XIX. TIMELY FILING

Each employee is responsible for his/her own request for reimbursement. All reimbursement requests must be filed for approval and payment within thirty (30) days after the travel period has ended as reflected on the approved travel authorization or June 30, whichever comes first. Travel Period is defined as the calendar month during which the travel occurred. In the case of continuing education instructors who are paid at the end of a semester, their travel period may be considered to be the end of the contract. Specific dates of travel and lodging must be listed on the reimbursement request. Lodging reimbursement shall be substantiated by a receipt from a commercial lodging establishment. For reimbursement to be made, the following shall be included separately on each request: destination (include time of departure and arrival on the reimbursement request); each meal reimbursement rate; mileage; mode of transportation; luggage handling; parking; registration fee; airport shuttle service fee; etc.
Travel Reimbursement Checklist

Before turning in a travel reimbursement, please check the following:

1. Departure/Return dates and times are indicated.
2. Mileage is .58 cent per mile if less than 100 miles and .33 cent if more than 100 miles no matter how many days.
3. The reimbursement form has the Department Signature.
4. Airline Ticket Receipt and flight details are included (this applies even if paid on credit card).
5. Hotel bill shows a -0- balance or a receipt is included showing payment in the traveler’s name.
6. All expenses claimed must have original receipts except per diem meals.
7. The reimbursement form has the Traveler’s signature.
8. Each individual expense paid out of pocket including mileage is covered in the Travel Reimbursement Form (Attachment D).
9. Excess meals must have itemized receipts (preauthorized institutional funds only).
10. Traveler’s Employee ID number.
11. Personal phone calls are allowed every second night of stay during business times ($3.00 in state) ($5.00 out of state). Internet charges are allowed for business purposes. No set amount.
12. Need the receipt of rental car purchase.
13. Need to take off the rental car receipt if there are any insurance charges, additional driver expense and any upgrades.
14. Need to attach a copy of requisition form, purchase order, or copy of credit card if items were prepaid.
15. Need meeting itinerary to determine if any meals were provided. Must show place and dates. If no itinerary, include something that shows when and where to go such as an e-mail.
16. Need prior approval with traveler’s and supervisor’s signature. Foreign travel also needs vice president’s signature.
17. Foundation accounts need to go to the foundation for approval before coming to Financial Services to be processed.
18. Travel Reimbursement must be submitted to Financial Services no later than 30 days after your trip.
19. Foundation accounts need to go to the foundation for approval before coming to Financial Services to be processed.
20. Travel Reimbursement must be submitted and processed in Financial Services no later than 30 days after your trip.
NEEDED FOR TRAVEL REIMBURSEMENT

- The completed original reimbursement form.
- Travel Request form must be signed and dated prior to trip.
- Original receipts.
- Written justification for rental cars.
- Airline tickets, and itinerary must be attached.
- If another organization paid for the air or registration, state who paid for it.
- If any portion of your travel was paid by credit card, a copy of the receipts/statement must also be included in your travel packet.
ATTACHMENT A

Blanket Travel Authorization

TO: Page Varnell, Vice President of Administrative Services
    (via: Pat Hardee)

FROM: [Enter Your Name]

DATE: July 1, 2017

SUBJECT: Blanket Travel Authorization

Effective July 1, 2011 per the NCCCS Accounting Procedure Manual, the following individuals are approved for travel to conduct college business on a routine basis. This pertains only to travel to attend college related meetings, commuting between campuses, class visitations, and local banks to deposit daily college deposits within Craven County. This authorization does not cover out-of-county or overnight travel. The travel period covers July 1, 2017 through June 30, 2018 fiscal year.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Employee Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter Name or Names if you are entering all individuals in a department.</td>
<td>Enter Employee ID for each Individual</td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Department Chair/Vice President
Authorized College Signature

*Note: Add the counties in which you travel on a daily basis that is part of your job duties.

An Equal Opportunity Educational Institution
Daily Log for Local Travel

DAILY LOG FOR LOCAL TRAVEL (STATE FUNDS)

Month __________ Year __________

Owner of Vehicle and Payee

Enter Employee ID

Enter Budget Code

This is a true and accurate statement of expenses incurred in the service of the State.

Signature of Driver __________ License No. (if college-owned) __________

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Official Travel From</th>
<th>To</th>
<th>Purpose of Travel</th>
<th>Odometer Reading</th>
<th>Miles Traveled</th>
<th>Reimb. Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day of Travel</td>
<td></td>
<td></td>
<td>Reason for Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Depart</td>
<td>Return</td>
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<td>Depart</td>
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<td></td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

If traveling out of county, make sure your blanket travel covers the counties that you will be traveling.

Spreadsheet Automatically Calculates

The above local travel has been conducted for institutional travel which is properly charged to state funds and reimbursement for $0.00 is hereby approved.

Signature of Department Chair/Vice President (Administrator)

Spreadsheet Automatically Calculates

Rate: $0.35 – county owned

Amount Due $ 0.00
ATTACHMENT C

Travel Request (Not Overnight)

TRAVEL REQUEST
(Not Overnight)

Date of Request: Enter date submitted to Financial Services.

Traveler Name: Enter name of person traveling.

Date of Travel: Enter the date of day of travel.**

Destination: Enter the City and State plus location.

Purpose of Travel: Enter the reason for your trip and/or event.

GL Codes: Enter the budget code for transportation.

Estimated Cost: Enter cost of mileage. Be sure to attach a MapQuest map showing the round trip mileage from your duty station. Breakfast is only included if you leave before 6 a.m. and dinner is only included if you return after 8 p.m. (include any prepaid costs)

**Enter Date Begin Travel – There may be occasion when you travel several days and return home at night. In that case, you will enter the dates from the beginning of travel and the end date of travel.

Please get the appropriate signatures:

DEPT CHAIR OR VICE PRESIDENT APPROVAL

Part-time faculty travel, must include justification statement below:

CCC Travel Authorization Procedures can be found at: www.cravencc.edu/about/procedures/AS-Travel-Authorization-Proceure--13-05.pdf
# Travel Reimbursement

**CRAVEN COMMUNITY COLLEGE**

**REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY — INCLUDING PER DIEM**

**INSTRUCTIONS TO CLAIMANT:** Prepare in two (2) copies. Attach all necessary receipts and other supporting documents of this form and submit the original and one (1) copy to the Business Office.

<table>
<thead>
<tr>
<th>Payee’s Name:</th>
<th>Employee number/Title:</th>
<th>Enter Employee ID:</th>
<th>Headquarters (City):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payee’s Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter Address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State &amp; Zip:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date:** 01/30/18  
**Total Cost:** $0.00  
**Less Advance:** Enter Advances  
**Reimbursement:** $0.00

**Date of Out-of-State Travel Authorization:** Enter Date Submitted Request

**Period Covered by this Voucher:** Enter the dates traveled

This is a true and accurate statement of expenses incurred in the service of the State.

I certify that the expenses incurred are necessary and proper and amounts claimed are just and reasonable.

**CLAIMANT:** Sign Your Name Here  
**ADMINISTRATIVE:** Dept. Chair/VP Sign

## CODING INFORMATION FOR REIMBURSEMENT (Total Cost Less Advance)

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Amount</th>
<th>Subsistence</th>
<th>Amount</th>
<th>Other</th>
<th>Amount</th>
</tr>
</thead>
</table>

**In this section, there should only be the reimbursed items.**

The total amount in these boxes should always equal your total reimbursement request. If item is prepaid, it does not go in this section. Be sure to enter BUDGET CODES.

Note that there is a column for In-State and Out-State. Use the appropriate column.

**Total Sub:** Enter one way mileage (enter one way on day returning) – mileage automatically calculates. If this is a one-day trip, enter the round trip mileage.

**Purpose:** Enter from Duty Station to destination and purpose of travel. Be sure to put the time you departed and the time you returned.

**Departed/Returned Times are required by the State.**

**Totals are calculated automatically.**

<table>
<thead>
<tr>
<th>(1) Mode</th>
<th>I/S</th>
<th>O/S</th>
<th>Total Trans</th>
<th>Total Sub.</th>
<th>Total Sub.</th>
<th>Total Other Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pet-Owned Car</td>
<td></td>
<td></td>
<td>Breakfast 8:40</td>
<td>Lodging $0.00</td>
<td>Lodging $0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Air</td>
<td></td>
<td></td>
<td>Lunch 11:00</td>
<td>Meals $0.00</td>
<td>Meals $0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other/Rail/Bus/Parking</td>
<td>Dinner 18:30</td>
<td>Lodging $0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car</td>
<td>Hotel Room 71:20</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Page 1 of 2
## Financial Services Travel Guidelines

### Travel and Transportation Expense Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Mode</th>
<th>Daily Per Mile</th>
<th>Amount</th>
<th>Type</th>
<th>In-State</th>
<th>Out-of-State</th>
<th>Explain</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Show Each City Visited)</td>
<td>PROM TO</td>
<td>(1)</td>
<td>(2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTALS BROUGHT FORWARD</td>
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<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Departed</th>
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<td>P</td>
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</tbody>
</table>

| TTL | $0.00 | $0.00 | $0.00 |

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Departed</th>
<th>Returned</th>
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<tbody>
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<tr>
<th>Purpose</th>
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<th>Purpose</th>
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</tbody>
</table>

| TTL | $0.00 | $0.00 | $0.00 |

<table>
<thead>
<tr>
<th>Total Trans</th>
<th>Total Sub</th>
<th>Total Sub</th>
<th>Total Other Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Lodging**
- $0.00

**Meals**
- $0.00

Page 2 of 2
E-FORMS FOR TRAVEL

USE INTERNET EXPLORER, GOOGLE CHROME OR FIREFOX WHEN ACCESSING DOC-E-FILL FORMS

**www.cravenccc.edu**

- Faculty & Staff
- Access to Doc-E-Fill forms
- Use your Active Directory Login and Password
- Scroll down to Travel Forms/Travel Request Overnight Non-Overnight
- Start filling out the E-Travel Form
- If you are preparing travel for someone other than yourself (supervisor or faculty), use his or her Employee ID.
- When it asks for Budget Code, please put the first three sets of numbers in that block. Example, 11-120-97 and the Unit Budget Code which is the last five digits and it should be something like 21000. It will automatically put the right code in the block as you choose the type of travel.
- Mileage -- It is the intent of the State that 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, the college shall:
  - Maximize utilization of college-owned vehicles,
  - 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.

If the use a personal vehicle is selected, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). The traveler shall be reimbursed the business standard mileage rate set by the Internal Revenue Service (effective January 1, 2018 business standard mileage rate is 58 cents per mile when it is less than 100 miles. However, when the round trip exceeds 100 miles per day of travel, the traveler will be reimbursed at the business standard mileage rate set by the Internal Revenue Service at $.33 cents per mile for the entire trip).

So to clarify, if you are attending a conference in Asheville (718 miles round trip) that will have you in travel status for 4 days you would be reimbursed $236.94. A mileage calculator spreadsheet is below for your use in determining the most efficient means of travel. You can request the “Calculator” from hardeep@cravenccc.edu.

- It will give the traveler an option to get a rental car (their supervisor should approve it). Pat Hardee will take care of reserving the rental car for you.
- Scan all your attachments (not front and back) into one document which should be in a pdf file = MapQuest map, hotel reservation confirmation, registration confirmation, and agenda. When you save your attachments, please use a short name; for example, PEH.Raleigh.12-15. **If you use a long name, it will cause an error.**
- If not complete, “Save Draft” and go back to it later.
- If complete, *send it to the supervisor for approval and that person will send it to the next approver. If the form is modified by one of the approvers, it will say “modified” next to their name in the history. The supervisor should route the form to Patricia Hardee and she will route it to Cynthia Patterson for final approval and Cynthia Patterson will route the form to the person in charge of travel. Click “view” to see a copy with the changes. Ultimately, it will be sent to the person in charge of travel.*
  
  *If the Administrative Assistant is preparing the E-Form for Travel for another person, the E-Form should be sent to that person first and then they send it to their supervisor. This is to make certain that they are approving what has been prepared.
  
  To return it to a user who has already seen the document:
  
  - Click on the destination drop-down list.

Financial Services Travel Guidelines
• Select History.
• Click on the drop-down list again for a list of users who previously routed the document.
• Select the name of the user in which to forward the document. It needs to go to the supervisor of the traveler first. The next approver would be the Vice President of Administration (James Millard), Vice President for Instruction (Kathleen Gallman), Vice President for Students (Gerald M. Boucher), or the President (Raymond Staats). The supervisor will then send it to Patricia Hardee and then she will route it to Cynthia Patterson for final approval and then she will route it to Patricia Hardee to be archived.
• Click Send/Authorize or Deny.
• To archive the document:
  o This will end the workflow.
• Click on the destination drop-down list.
• Select Archive.
• Click Send/Authorize or Deny.
• Click OK on the alert that appears.
• The document will be seen in the originating user’s Completed Documents section of Doc e fill.
• You should be able to see your submitted documents.
• If the request is denied, you will get an email with a comment as to why it was denied. Should be in your received box in Doc-E-Fill.
• You can then revise it and send it back through.
• It has been suggested that since travelers have to check the box that says they will not use their cellphones while driving, you may choose to have the traveler sign the paper copy of the E-Form so you have that signature on file in case something were to happen.

<table>
<thead>
<tr>
<th>miles</th>
<th>IRS business mileage rate &lt;= 100 miles</th>
<th>IRS business mileage rate &gt; 100 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>718</td>
<td>0.58</td>
<td>0.33</td>
</tr>
</tbody>
</table>

**New method**

\[
\text{\$ 236.94}
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**To see the documents in the archive:**
- www.cravencce.edu
- Faculty and Staff
- Access to Doc-E-Fill Forms
- Put in your Username and Password
- Click on the “Key”; click on Show All “Yes”
- Click on the yellow folder with the check on it
- You should be able to see all completed archived documents by date
- You will need to click on each one to see to whom the travel belongs
- These will not be listed by name – only by date