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## Administrative Policy: Travel Requests and Claims for Reimbursement

**Purpose.** This policy seeks to improve cost containment of travel related expenditures and reduce the processing requirements for reimbursement of travel related expenditures among employees and elected officials. The use of Per Diem rates facilitates agency and individual travel claim processing by eliminating the most frequent source of receipt producing expenditures, (e.g. meals), with an allowance covering reasonable travel expenditures. Further, this rate establishes maximum amounts for *nonconference* lodging, meals; Also, those allowances are a useful method of budgeting department travel expenditures. Per Diem rates as adopted by the Federal government will be used as a basis of setting the amount of funds to be paid for daily travel expenditures for lodging and meals. Those rates are set by region and provide individuals with a specific allowance for travel expenditures; that will be used in lieu of submitting receipts for meals.

**Application.** Departing the place of work, requires giving notice to the Employer either as a formal travel request or an informal email to/thru the Department Director and the Town Manager, (*formats attached*). A travel request will be submitted if travel is in excess of 50 miles one way, involves overnight travel, and/or is in excess of \$55.00. Incidental travel, such as acting as courier or attending a routine meeting in a neighboring town *does not* require a formal request, but should nonetheless be preceded by notification to, and concurrence by the Employee's Supervisor or the Town Manager. Travel expenses of this nature can be submitted on an employee's reimbursement request form.

**Process.** A travel request shall be prepared by each individual or group of individuals *prior* to traveling to a particular destination. The request will be forwarded through the Department Director and the Finance Director, thence to the Manager for review and approval. The Department Director ensures requested travel was programmed in the current budget, is necessary and beneficial for professional development, employee certification, or improving current/future service delivery. In conjunction with the Manager's review, the Finance Director must verify that adequate funds exist for the requested travel. Requests are to be submitted no less than 10 working days prior to the first day of travel.

The request will identify the location, means of travel (POV, Air, Other), number of days, meals, mileage, registration fees and other anticipated misc expenditures; prepaid meals that are included in a conference registration fee should not be claimed separately as for Per Diem for reimbursement. Also the meal portion of the Per Diem rate will be 75% on the last day of travel to recognize that one or more meals on the first and last day of travel will be consumed while not in a travel status, (*e.g. at home or within the community*). All other eligible travel expenditures are to be listed on the final travel claim, those exceeding \$10 should include receipts; together these documents are to be submitted to Finance for reconciliation/payment. A cash travel advance upto 75% of the expected cost may be approved for designated expenditures (e.g. Per Diem, lodging, registration fee's, and mileage). This may be in addition to preregistration costs prepaid by the employer.

At the conclusion of travel, the individual will complete the travel claim form reconciling projected with actual expenses. A copy of the claim is resubmitted to Finance for final review and disbursement less any cash advance or prepayments to the employee.

Per Diem rates can be found at this web link:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2006&contentType=GSA\\_BASIC&contentId=17943&queryState=North+Carolina&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2006&contentType=GSA_BASIC&contentId=17943&queryState=North+Carolina&noc=T)

Attachments:

- Travel Request Form
- Per Diem Rates: North Carolina - FY 06
- Informal Travel Request (email)

Signed this 24 day of January, 2007. Larry Faison, Manager

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# TOWN OF SWANSBORO

## Travel Advance Request (Per Personnel Policy Article III; Section 18)

<b>Vendor Number</b>	
<b>Employee Name:</b>	
<b>Employee Address:</b>	
<b>E-mail Address:</b>	
<b>Employee Phone #:</b>	
<b>Department:</b>	
<b>Destination: City/Town:</b>	
<b>Departure/Return Dates:</b>	From: _____ To: _____

**Meeting/Conference Detail:**

Type of Expenses	Mileage Rate	Total Miles	# of Breakfast	# of Lunch	# of Dinner	Total
Mileage	\$0.545					\$0.00
Meals/Per Diem Rates Below*-						\$0.00
Miscellaneous: (Original Receipts)						\$0.00
<b>Grand Total</b>						<b>\$0.00</b>

<b>Account Number</b> _____	<b>Account Balance:</b> _____	<b>Date:</b> _____
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*By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.*

<b>Employee Signature:</b> _____	<b>Date:</b> _____
<b>Dept. Head Signature:</b> _____	<b>Date:</b> _____
<b>Town Manager Signature:</b> _____	<b>Date:</b> _____

This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act.

Finance Director Signature: _____	Date: _____
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<b>Required Attachments:</b> Mileage Map (Example: Google) Complete Meeting Agenda	<b>*Per diem meal rates:</b> Breakfast \$8.00 Lunch \$10.00 Dinner \$19.00
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## FY 2018 Per Diem Rates for North Carolina

### Meals & Incidentals (M&IE) Breakdown

Primary Destination Footnotes	County Footnotes	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel Footnotes
<b>Standard Rate</b>	<b>Applies for all locations without specified rates / STANDARD RATE</b>	\$51	\$11	\$12	\$23	\$5	\$38.25
<b>Asheville</b>	<b>Buncombe</b>	\$59	\$13	\$15	\$26	\$5	\$44.25
<b>Atlantic Beach / Morehead City</b>	<b>Carteret</b>	\$64	\$15	\$16	\$28	\$5	\$48.00
<b>Chapel Hill</b>	<b>Orange</b>	\$69	\$16	\$17	\$31	\$5	\$51.75
<b>Charlotte</b>	<b>Mecklenburg</b>	\$59	\$13	\$15	\$26	\$5	\$44.25
<b>Durham</b>	<b>Durham</b>	\$59	\$13	\$15	\$26	\$5	\$44.25
<b>Fayetteville</b>	<b>Cumberland</b>	\$54	\$12	\$13	\$24	\$5	\$40.50
<b>Greensboro</b>	<b>Guilford</b>	\$54	\$12	\$13	\$24	\$5	\$40.50
<b>Kill Devil Hills</b>	<b>Dare</b>	\$64	\$15	\$16	\$28	\$5	\$48.00
<b>Raleigh</b>	<b>Wake</b>	\$59	\$13	\$15	\$26	\$5	\$44.25
<b>Wilmington</b>	<b>New Hanover</b>	\$59	\$13	\$15	\$26	\$5	\$44.25