

**CONTROLLER**

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**DPS Controller Policy, Requirements, and Procedures Document  
Travel, Transportation Allowance, and Reimbursement**



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## **Definitions**

- A. Divisions: – The Department of Public Safety has established three (3) main divisions and four (4) additional areas that function as divisions for operational purposes. For purposes of this policy, the additional areas will also be recognized as divisions. The divisions/areas are as follows:
1. Adult Correction;
  2. Juvenile Justice;
  3. Law Enforcement;
  4. North Carolina National Guard;
  5. Administration;
  6. External Affairs; and
  7. Legal.
- B. Sections – Under each division are a variety of areas of responsibility. Sections within a division are responsible for specific areas or functions and are the next level of authority under divisions.
- C. Locations – Areas within a Section such as the seventy prison locations across the State and the various Juvenile Detention Centers and Youth Development Centers.
- D. Duty Station – The location where the employee is assigned.
- E. Official State Business – “Official state business occurs when the State employee or other person is traveling to attend approved job related training, work on behalf of, officially represent, or provide a state service upon the State’s request. Travel that would not directly benefit the State will not be reimbursable.” (Office of State Budget and Management – Travel Policy)
- F. Official State Travel – Official state travel is defined as any employee travel made to properly discharge his/her duties as an employee of the State.
- G. Travel Period – The calendar month during which the travel occurred.
- H. Immediate Family – Per 25 NCAC 01E .0317 immediate family shall include:
1. Spouse – a husband or wife;
  2. Parent – biological or adoptive parent, or an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child, or a step-parent, or in-law relationships;
  3. Child – a son or daughter who is biological or adopted, or a foster child (a child for whom the employee performs the duties of a parent as if it were the employee’s child), or step-child (a child of the employee’s spouse from a former marriage), or a

legal ward (a minor child placed by the court under the care of a guardian), or in-law relationships;

4. Sister or brother – biological, adoptive (including step-, half- or in-law relationships);
5. Grandparents, great grandparent, grandchildren, great grandchildren (including step relationships); and
6. Other dependents living in the employee’s household.

I. First Responders – Employees of all agencies activated by the State Emergency Response Team (SERT).

J. Travel Policy Forms:

1. CNTR 001 – Travel Authorization Form
2. CNTR 002 – Employee Advance Request
3. CNTR 003 – Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty
4. CNTR 004 – Direct Deposit Reimbursement

## **Purpose**

This document is intended to provide a comprehensive policy reference for the Divisions and Sections of the Department of Public Safety as it relates to travel and subsistence for official state business and related activities including meetings and conferences. This policy incorporates state and federal regulations related to travel reimbursement rates and subsistence allowances and shall be consistently applied in conjunction with the Office of State Budget and Management (OSBM) policies.

## **General**

- A. Department of Public Safety employees may have their travel expenses reimbursed by the Department subject to limitations. Approved travel shall be advanced or reimbursed contingent upon the availability of funds. An employee traveling on official state business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, round-about routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official state business are prohibited. Employees will be responsible for the unauthorized costs and any additional expenses incurred for personal preference or convenience.
- B. Prior written authorization is required for all anticipated reimbursable travel and is accomplished through use of the CNTR 001 – Travel Authorization Form. Prior written approval by the Secretary of the Department of Public Safety or his designee must be

obtained in order to qualify for reimbursement for overnight stays. Section/Location Heads have been designated by the Secretary to approve travel, including overnight travel and excess lodging, unless the travel is out-of-state or out-of-country. Any out-of-state travel must have prior approval of the Division Head as designated by the Secretary. Out-of-country travel requires prior approval from the Secretary. Form CNTR 001 is used to show prior-approval of travel. To allow adequate time for review and processing, Form CNTR 001 and supporting documentation shall be submitted at least two weeks before the travel period begins. If air travel is required, Form CNTR 001 shall be completed at least thirty (30) days prior to the travel dates, unless an exception has been approved by the Section/Location Head.

- C. Non travel expenses submitted on Form CNTR 001 under other expenses shall be limited in nature and to what business necessity dictates. These expenditures shall be limited to emergencies or non-recurring expenses. These expenses must be approved by the Section/Location Head. Justification shall be attached for expenditures for which the employee is requesting reimbursement on Form CNTR 003 (Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty). If additional justification is needed and requested, Form CNTR 003 shall not be paid until the additional justification is received.
- D. Refer to the DPS Office of Staff Development and Training (OSDT) policies for travel related to training. This does not apply to training for law enforcement officers nor emergency management employees.
- E. Travel is authorized for first responders in the event of natural or man-made disasters. Excess lodging is authorized during the early stages of the disaster. However, lodging within allowable state rates should be pursued as early as possible after the disaster has occurred.
- F. Travel Expenditures – The following guidelines should be used in determining approval for travel expenditures:
  - 1. The travel is entirely related to state business.
  - 2. The travel is the most practical way to conduct state business as opposed to a letter, telephone call, etc.
  - 3. Reasonable efforts have been made to keep the cost within statutory levels and to keep the number of state employees traveling to a minimum.
  - 4. Travel costs are within budgeted travel line items.
  - 5. No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meeting must be held in state facilities when available.

## Travel Allowance - Transportation

- A. Scope: Includes personal automobile, taxi, bus, train, airplane, motor pool charges, auto rental, tolls and parking fees. All travel expenses must be incurred by state employees or other eligible travelers in conducting official state business in order to be eligible for reimbursement.
- B. All Division/Section Heads must designate at least one individual to be responsible for making airline arrangements. Arrangements must be made using the most economical means possible. At least three (3) rates should be obtained and documented to support the use of the lowest rate. Form CNTR 001 shall be completed at least thirty (30) days prior to travel dates when requesting airline tickets unless an exception has been granted by the Section/Location. Every effort shall be made to make airline reservations early enough to take advantage of lower airfares.
- C. When travel by automobile is determined to be feasible and a state-owned vehicle is available, staff shall use the state-owned vehicle instead of a private vehicle. Each Section/Location Head must determine whether or not state vehicles are available. Each Section/Location Head must periodically review employee duty stations to determine cost effectiveness of having a state vehicle permanently assigned to their location.
- D. Transportation by Common Carrier

Reimbursement for air, rail, or bus fare is limited to actual coach fare, substantiated by receipt.

### 1. Transportation by International Flights

Employees traveling internationally may be reimbursed actual business class fare substantiated by receipt with prior approval of the Secretary of the Department of Public Safety.

### 2. Penalties and Charges Resulting From Cancellations

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the Department's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the Department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness or death of the employee or within the employee's immediate family as defined in, 25 NCAC 01E .0317, or other critical circumstances beyond the control of the employee, the Department shall pay the penalties and charges.

### 3. Super Saver Rates

When traveling by common carrier to conduct official state business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the State of reduced transportation rates, may be reimbursed subsistence for additional travel days, if in the opinion of the Section/Location Head, the amount saved in transportation costs due to the early and/or delayed travel is greater than the amount expended in additional subsistence. When the reduced airfare rates require staying overnight one Saturday night, to be eligible for reimbursement, the state employee must stay overnight on the Saturday closest to the first or last day of official state business to which the employee is attending. With sufficient justification, the Section/Location Head is authorized to make an exception to this requirement prior to travel commencing.

### 4. Frequent Flyer Miles and Other Benefits

[N.C. Gen. Stat. §143-58.1](#) and North Carolina Administrative Code ([01 NCAC 05B.1510](#)) prohibit the use of public purchasing power for private gain. Any benefits that accrue to individuals as a result of travel at state expense (e.g., frequent flyer miles, coupons, or certificates) are the property of the State of North Carolina. Frequent flyer miles accumulated by an individual state employee during previous state business trips should, to the extent possible, be used by the state employee accumulating the frequent flyer miles while traveling on future state business trips.

### 5. Coupons or Certificates for Reduced Air Fare

Coupons or certificates for reduced air fare, if acquired by a state employee while traveling on state business at state expense, are the property of the State and should be used, to the extent possible, by the state employee on future state business trips.

## E. Transportation by Personal Vehicle

1. Approval – Use of a personal vehicle requires prior approval from the Section/Location Head. Section/Location Heads shall consider whether it is in “the best interest of the State” when approving the use of a personal vehicle for State business travel, including factors such as:
  - a) if the roundtrip mileage is 75 miles or less and the use of a personal vehicle is cost effective;
  - b) if a state vehicle is readily available; or
  - c) if an employee is handicapped and the vehicle requires specialized equipment.
2. Calculation of Actual Mileage – Mileage is measured from the closer of duty station or point of departure to destination (and return).

3. Rate of Reimbursement

- a) When a State employee chooses as a result of personal convenience to drive his/her personal vehicle for State business purposes, actual mileage is reimbursable at the motor fleet rate of **34 cents per mile**.
- b) The employee shall be reimbursed the business standard mileage rate set by the Internal Revenue Service (**54 cents per mile, beginning January 1, 2016**) if one of two situations occurs:
  - i. a state-owned vehicle is not available, which includes situations where an employee is handicapped and needs to drive their personal vehicle with specialized equipment to accommodate their limitation; or
  - ii. the round trip for the approved travel does not exceed 75 miles.

4. Parking Fees and Tolls – Parking fees and tolls are reimbursable when supported by receipts. These shall be reported under the “Transportation” column on Form CNTR 003.

5. Other Uses – Prudent use of a personal vehicle to obtain meals while in travel status may be eligible for reimbursement. Use of private vehicle for private purposes or entertainment while off-duty at the travel destination is not reimbursable.

6. The Department does not provide automotive insurance coverage for personal vehicles driven on state business.

F. Transportation by a Rental Vehicle

When State-owned resources are not available, rental vehicles may be used, however, not at state expense solely for the convenience or personal preference of the employee. A receipt is necessary for reimbursement. No reimbursement will be made for rental insurance purchased because state employees are covered under the state’s auto insurance program for rental (not private) vehicles. Use of a rental vehicle must be pre-approved using Form CNTR 001. Reimbursement expense shall be recorded under the “Transportation” column. Rates for rental vehicles vary substantially. Often a greatly reduced rate can be obtained if the rental is arranged in advance. Whenever possible, rental vehicle rates should be investigated and arranged in advance in order to minimize costs. State Term Contract 975B – Vehicle Rental Services provides rental vehicles to state employees on state business at discounted rates and shall be consulted and utilized if available. Unless prior approval has been obtained from the Secretary or the division designee, the employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle under the State’s term contract (Contract 975B).

#### G. Transportation by Chartered Aircraft

The Secretary of the Department of Public Safety may approve the use of charter aircraft by state employees on official state business, provided the following determinations are made and put in writing:

- a) A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport;
- b) The use of a charter flight is more economical than a commercial flight; or
- c) The use of a charter flight is necessary because of unusual circumstances.

#### H. Transportation by Use of Aircraft Owned by a State Employee

The Secretary of the Department of Public Safety may approve reimbursement for costs incurred in the use of an aircraft owned by a state employee on official state business, provided the following is substantiated and documented:

1. The use of the aircraft owned by a state employee is necessary because of unusual travel circumstances and is not for the sole convenience of the employee who owns the plane.
2. The use of the aircraft, owned by a state employee, at the rate of 68 cents per mile per passenger is cheaper than any other method of air travel.

#### I. Transportation by State Vehicle

1. State-Owned Vehicles – State-owned vehicles shall be used for official state business only. [N.C. Gen. Stat. § 14-247](#) prohibits the private use of publicly owned vehicles. “It shall be unlawful for any officer, agent or employee of the State of North Carolina, or of any county or of any institution or agency of the state, to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to the state, or to any county, or to any institution or agency of the state.”

“It shall be unlawful for any person to violate a rule or regulation adopted by the Department of Administration and approved by the Governor concerning the control of all state-owned passenger motor vehicles as provided in N.C. Gen. Stat. §143-341(8)i with the intent to defraud the State of North Carolina.”

2. Permanently assigned vehicles - Individuals assigned a state-owned vehicle, shall not use such vehicle for commuting or other personal use. Exceptions may be requested through the chain of command to the head of DPS Purchasing and Logistics. The head of DPS Purchasing and Logistics will make recommendations to the Secretary. The Secretary’s approved exceptions will be submitted to the Office of State Budget and Management for approval.

**NOTE: Division of Law Enforcement is not subject to this requirement.**

3. Hitchhikers - Hitchhikers are not permitted in state-owned vehicles.

**NOTE: Division of Law Enforcement is exempt from this restriction.**

4. Non-State Employee Riders - Non-state employees may accompany state employees in state-owned vehicles when they have a business interest in the purpose of the trip and their presence is related to state business. Spouses and children of state employees may accompany them in state-owned vehicles if ample space is available and all travel is strictly for official state business.

**NOTE: Division of Law Enforcement is exempt from this requirement.**

5. State Vehicle Use at Destination - At the employee's destination, state vehicles may be used prudently for travel to obtain meals, but not for private purposes or for entertainment while off-duty. No common carriers or public transportation fares are reimbursable on a trip on which an employee uses a state vehicle, unless it is shown that such transportation was more economical in a particular situation.
6. State Vehicle and Vacation - State vehicles shall not be used while an employee is in vacation status.
7. Commuting - No reimbursement shall be made for the use of a personal car in commuting from an employee's home to his duty station.

**NOTE: No mileage reimbursement is allowed to employees on "call back" status.**

8. Duty Station – "Duty station" is defined as the location where the employee is assigned. The designation of an employee's home as the duty station requires the approval of the Secretary or designee. In determining whether the employee's home should be his/her duty station, the best fiscal interests of the Department shall be considered. The home duty designation shall be determined by the position rather than by the employee or their circumstances in the particular position. Typically, employees with special skills who may be required to travel state-wide and who do not have a fixed office location are those considered for this designation. Requests shall be sent to the Controller with justification attached prior to the designation of home duty station.

#### J. Travel to/from Airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station and the nearest airline terminal and for appropriate parking may be made under the following circumstances. For travel by:

1. Taxi or Airport Shuttle – An employee may request reimbursement for actual travel costs when a receipt is provided.
2. Private vehicle – When using a private vehicle, the employee may be reimbursed the business standard mileage (set by the Internal Revenue Service) per mile for a maximum of two round trips. No parking charges shall be reimbursed if the employee claims two round trips. If the employee requests reimbursement for only one round trip, the employee may be reimbursed for airport parking charges when a receipt is provided.
3. Use of Public Transportation – The employee may receive reimbursement for public transportation. In lieu of using a taxi or airport shuttle, employees may receive \$5 without receipts for each one-way trip (i.e. from the employee’s duty station to the airport or from the airport to the employee’s duty station), or the employee may be reimbursed for the actual cost of the travel with the submission of receipts.

**K. Travel to/from Airport at Employee’s Destination**

Reimbursement for travel to and from the airline terminal at the employee’s destination may be made where travel is via economical mode available as listed below:

1. Taxi or Airport Shuttle Service – An employee may request reimbursement for actual travel costs when a receipt is provided.
2. Rental vehicles – Rental vehicles may be used with the prior approval of the Section/Location Head. However, rental vehicles may not be used for the sole convenience of the employee (receipt required).
3. Use of Public Transportation – The employee may receive reimbursement for public transportation. In lieu of using a taxi or airport shuttle, employees may receive \$5 without receipts for each one-way trip (i.e. from the airport to hotel/meeting or from hotel/meeting to the airport), or the employee may be reimbursed for the actual cost of the travel with the submission of receipts.

**L. Travel Involving Trips Other than to and from the Airport**

The actual cost of taxi and shuttle service fares may be reimbursed when required for travel on official state business. The reimbursement request must be accompanied by receipts.

**NOTE: Common carrier or public transportation fares are not reimbursable on a trip on which an employee uses a state-owned vehicle, unless such transportation is more economical in a particular situation.**

**M. Authorization for Out-of-Country Travel**

All out-of-country travel must be authorized by the Secretary. Out-of-country travel status begins when the employee leaves the country and remains in effect until the employee returns to the country. If the employee and other qualified official travelers use hotel and meal facilities located outside North Carolina, but within the continental United States, immediately prior to and upon returning from out-of-country travel but during the same travel period, out-of-state subsistence rates shall apply.

**N. Passports**

Reimbursement for the cost 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 out-of-country in the furtherance of official State business. Passport expenses are chargeable to the same fund that supports the employee's trip.

**Subsistence Allowance (Meals and Lodgings)**

A. Subsistence is an allowance related to lodging and meal costs (including gratuities). N.C. Gen. Stat. §138-6 provides for allowances to be paid in amounts or rates specified. For purposes of determining eligibility for allowances, travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station. To be eligible for allowances in connection with travel, the employee must be acting in official capacity as required by his work duties.

**B. Subsistence Rates**

The maximum allowable statutory rate (N.C. Gen. Stat. §138.6(a)(3)) for meals and lodging is:

In-State	\$105.20
Out-of-State	\$120.00

Payment of sales tax, lodging tax, local tax, or service fees applied to the cost of lodging are to be paid in addition to the daily subsistence amount. This means that if the motel bill is \$67.30 before taxes and \$7.00 is added to the bill for taxes, for a total motel bill of \$74.30, the \$7.00 would not be considered excess and would be paid in addition to the allowable subsistence. In this example, up to \$112.20 could be paid if the employee qualified for all three meals (in-state travel).

The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official state business:

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	<u>In-State</u>	<u>Out-of-state</u>
Breakfast	\$ 8.30	\$ 8.30
Lunch	10.90	10.90
Dinner	18.70	21.30
Lodging (actual, up to)	<u>67.30</u>	<u>79.50</u>
Total	<u>\$105.20</u>	<u>\$120.00</u>

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 hotels and meal facilities located in North Carolina immediately prior to and returning from out-of-state travel during the travel period.

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 reimbursed will be the amount charged. Lodging expense is not reimbursable in an employee's home town or city. Allowances cannot be paid to employees for lunches if travel does not involve an overnight stay.

**C. Authorization**

Prior written authorization by the Secretary of the Department of Public Safety or his designee is required for all anticipated reimbursable travel and is accomplished by use of Form CNTR 001. Section/Location Heads, as designated by the Secretary, are authorized to approve travel, including overnight travel and excess lodging for travel costs for in-state travel. Prior-approval must be obtained by completing and submitting Form CNTR 001, and when applicable, the Office of Staff Development and Training (OSDT) training approval with appropriate signatures.

**D. Reimbursement**

1. Each employee is responsible for his or her own request for reimbursement. Each employee shall personally sign his/her own CNTR 003 (Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty), as each employee is "certifying under penalties of perjury that the statements are true and accurate." The employee cannot delegate his or her signing authority to another individual.
2. Valid Lodging Reimbursement Requests
  - a) 35 Mile Minimum – The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity).
  - b) Requests Filed within 30 Days – Pursuant to N.C. Gen. Stat. §138-6(c), requests for reimbursement shall be filed within 30 days after the travel period ends for

which reimbursement is being requested. Travel period is defined as the calendar month during which the travel occurred.

- c) Specific Lodging Dates – Specific dates of lodging must be listed on the reimbursement request, and substantiated by a receipt from a commercial lodging establishment.

**NOTE: Confirmation from the internet, along with a detailed statement from a credit card showing payment, is NOT considered sufficient documentation for a valid lodging reimbursement request. The employee shall obtain a detailed receipt from the lodging establishment that itemizes the lodging dates and charges. It is the responsibility of the employee to request the receipt from the motel/hotel if it is not automatically provided.**

- d) Apartment Buildings or Third Party Lodging – Reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is not allowed unless approved by OSBM in advance. Requests for third party lodging must provide evidence of savings to the State. An exception may be granted by OSBM for requests that do not show a savings with justification to support the necessity for third party lodging. Third party lodging agreements are not allowed among family members.

In each case where third party lodging is being considered, the applicant must provide their budget officer and OSBM all details regarding the arrangement, including the amount to be charged, the length of stay, and contact information. A signed rental agreement and documentation of the Department's Budget Office and OSBM approval must be presented to receive reimbursement.

- e) Requests for reimbursement shall be routed to the DPS Controller's Office for payment.

### 3. Miscellaneous Fees

- a) Telephone – Telephone access fees for business calls are considered a miscellaneous expense. Telephone access fees for personal calls are only reimbursable if they comply with the Telephone Calls Section of this policy.
- b) Tips and Gratuity – Reimbursable gratuity 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:

- i. Airports: Baggage Handling/Skycaps = no more than \$2 per bag; Shuttle Drivers = no more than \$2 per bag.
- ii. Parking/Auto Related: Valets = \$2 per car when collecting the car; Taxi Drivers = 15% of the fare and \$1 - \$2 a bag.

**NOTE: Tips must be documented on Form CNTR 003 as to amount, date and purpose of tip (i.e. taxi driver, baggage handler, etc.) in order to be reimbursed.**

- iii. Baggage Handling Fees – The Department will pay the fee charged by an airline for handling up to one (1) bag for an employee while on official State travel. Receipts are required for reimbursement.

**NOTE: In cases where an employee travels with extra materials required for business purposes, causing the employee to carry more than one bag, the Department will reimburse the additional baggage handling fees. Documentation must be attached to Form CNTR 003, including the type of business material transported (i.e. equipment, hand-outs, etc.). Documentation and receipts are required for reimbursement.**

#### 4. Meals

In order to be reimbursed for meals, an employee must receive prior written approval from Section/Location Head.

Each employee is responsible for his or her own request for reimbursement. Tips for meals are included in the meal allowance rates. Each meal reimbursement rate must be listed on the reimbursement request. Times of departure and arrival must also be listed on the reimbursement request. While the cost of meals included in other related activities (e.g., registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests, an employee is entitled to a breakfast allowance even if their lodging establishment offers a free continental breakfast.

#### E. Excess Lodging

Excess lodging must be approved in advance by the Section/Location Head. Prior approval is indicated by use of Form CNTR 001. 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 within the current allowance. Excess lodging authorization is not allowed for reason of convenience or personal preference for the employee.

Excess lodging is authorized for first responders during the early stages of a disaster. However, lodging within allowable state rates should be pursued as early as possible after the disaster has occurred.

**F. Penalties and Charges Resulting From Cancellations**

Penalties and charges resulting from the cancellation of travel reservations (including airline or hotel reservations and conference registration) shall be the department's obligation if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family (see definition of "immediate family" in the beginning of this policy) or other critical circumstances beyond the control of the employee, the department may pay the penalties and charges.

**G. Overnight Travel:**

1. Employees receive allowances for meals and lodging for full days of travel and for partial days (less than 24-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. and extend the workday by 2 hours
  - b) Lunch: (a) depart duty station prior to Noon (day of departure)  
(b) return to duty station after 2:00 p.m. (day of return)
  - c) Dinner: (a) depart duty station prior to 5:00 p.m. (day of departure) and does not require extending the workday  
(b) return to duty station after 8:00 p.m. (day of return) and extend the workday by three hours
  - d) A workday is defined as eight hours of work time (meal periods do not count as work time).
  - e) The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.
2. The rates and prorated amounts shall be paid in accordance with the amounts stipulated in the Subsistence Allowance Section of this policy.
3. Departure and return times shall be listed on Form CNTR 003.

H. Daily Travel (Not Overnight):

1. Allowances shall not be paid to employees for lunches if travel does not involve an overnight stay unless a statutory exception can be invoked.
2. To be eligible for allowances for the breakfast and evening meals for travel, employees must comply with the following criteria:
  - a) Breakfast – The employee shall depart their duty station prior to 6:00 a.m. and return to the duty station after 8:00 a.m. and extend the workday by 2 hours.
  - b) Dinner – The employee shall depart their duty station prior to 5:00 p.m. and return to the duty station after 8:00 p.m. and extend the workday by three hours.
  - c) The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity).
  - d) A workday is defined as eight hours of work time (meal periods do not count as work time).
3. Departure and return times shall be listed on Form CNTR 003.
4. In addition to the above criteria, the Office of State Budget and Management (OSBM) approved special provisions for employees on 10-hour and 12.25-hour shifts. OSBM will permit employees to receive an allowance for dinner or breakfast. In the following scenarios, meal allowances will be available:
  - a) Dinner for 10-hour or 12.25 hour shift employees – If an employee extends his/her workday by three (3) hours AND the employee is in travel status (35 miles or more from the duty station) for a portion of the extended time, the employee will be entitled to a dinner allowance. For 10-hour and 12.25-hour shift employees, the time of departure from the employee's duty station will not affect the employee's eligibility to receive dinner.
  - b) Breakfast for 12.25-hour night shift employees – If an employee on a 12.25-hour night shift extends their workday by two (2) hours AND the employee is in travel status (35 miles or more from the duty station) for a portion of the extended time, the employee will be entitled to receive a breakfast allowance.

**NOTE: Form CNTR 003 must be completed, listing the times of departure and arrival and the total hours worked, as described in 3 and 4 above.**

I. Meals and Day to Day Activities

State employees may not be reimbursed for meals eaten in conjunction with a congress, conference, assembly, convocation or meeting, or by whatever name called, of the employees within a single state department, institution or agency, or between the

employees of two or more state departments, institutions or agencies to discuss issues relating to the employee's normal day-to-day business activities.

**J. Meals for Required Employee Attendance**

A state employee may be reimbursed for meals, including lunches, when the employee's job requires his attendance at the meeting of a board, commission, or council in his official capacity and the meal is preplanned as part of the meeting for the entire board, commission, committee or council. Such board, commission, committee, or council must include persons other than the employees of a single state department, institution, or agency. This policy refers only to boards, commissions, committees, or councils funded as separate entities by the State, not boards, commissions, committees, or councils set up internally within the Department.

**K. Meals and Commercial Air Travel**

Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.

**L. Excess Meals**

No excess reimbursement will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges, or the meals were for out-of-country travel. The Secretary of the Department of Public Safety or his designee may grant excess subsistence for meals for out-of-country travel.

## **Travel Policies for State Officials**

**A. Political Functions**

State officials, both elected and appointed, sometimes attend political functions or meetings. The following policies are intended to be guidelines for the payment from State funds for travel and subsistence costs surrounding the attendance of State public officials at political functions or meetings.

**B. Travel Related to Political Functions**

No state funds may be used to pay travel and/or subsistence costs for a state official while attending a political function or meeting. In the event a state-owned aircraft is used, the reimbursement rate will be the actual operating cost rate per flight hour. If a state-owned vehicle is used, the reimbursement rate to the State will be the motor pool rate.

**C. Travel Related to Official State Business that Includes Political Functions**

If a trip includes official state business and political functions or meetings, state funds may be used to pay up to one-half of the travel and/or subsistence costs. In the event that a state-owned aircraft is used, the cost to the State will be charged at the regular rate per flight hour and the charge to a non-state source will be at the actual operating cost rate per flight hour. If a state-owned vehicle is used, the reimbursement rate to the State will be the motor pool rate.

#### D. All Other Travel

Travel reimbursement policies and regulations for all other travel for state officials is the same as for state employees.

## **Travel Policies for Members of State Boards, Commissions, Committees, and Councils (other than Licensing Boards and Members of the General Assembly)**

#### A. Per Diem

Pursuant to N.C. Gen. Stat. §138-5(a)(1), non-state employees who are members of state boards, commissions, committees, and councils shall receive \$15 per day of official service. State employees and members of all state boards, commissions, committees, and councils whose salaries or any portion of whose salaries are paid from state funds shall receive no per diem compensation from state funds for their services.

#### B. Subsistence

##### 1. State Employees Serving as Board Members

As allowed under N.C. Gen. Stat. §138-6, a state employee who is a member of a state board, commission, committee or council which operates from funds deposited with the State Treasurer, may be reimbursed for the actual cost of any meal (including lunch) eaten while on official state business if the meal is preplanned as part of the meeting for the entire board, commission, committee or council. This refers only to boards, commissions, committees or councils funded as separate entities by the State, not boards, commissions, committees or councils set up internally within the Department. Normal subsistence rates, policies and regulations for meal eligibility shall be followed. When an overnight stay is required, the state employee is limited to a daily reimbursement of:

- a) In-State
    - i. \$37.90 for meals
    - ii. Actual expenses up to \$67.30 for lodging, documented by a receipt for actual lodging expenses from a commercial lodging establishment. Payment of sales tax, lodging tax, or service fees applied to the cost of lodging are to be paid in addition to the daily reimbursement amount.
  - b) Out-of-State
    - i. \$40.50 for meals
    - ii. Actual expenses up to \$79.50 for lodging, documented by a receipt for actual lodging expenses from a commercial lodging establishment. Payment of sales tax, lodging tax, or service fees applied to the cost of lodging are to be paid in addition to the daily reimbursement amount.
2. Meal subsistence for non-state employee members of state boards, councils, commissions, or committees is a daily, lump-sum allowance payable per day of official service, provided that meals are not furnished. The subsistence reimbursement for actual lodging expenses must be documented by a receipt of actual lodging expenses from a commercial establishment. Meals and lodging are to be reimbursed as follows:
- a) In-State Travel
    - i. \$37.90 for meals (less the subsistence rate for any meals provided – See Subsistence Allowance Section for individual meal rates). No overnight stay is required.
    - ii. Actual expenses up to \$67.30 for lodging, documented by a receipt of actual lodging expenses from a commercial lodging establishment. Payment of sales tax, lodging tax, or service fees applied to the cost of lodging are to be paid in addition to the daily reimbursement amount.
  - b) Out-of-State Travel
    - i. \$40.50 for meals (less the subsistence rate for any meals provided – See Section Subsistence Allowance Section for individual meal rates). No overnight stay is required.
    - ii. Actual expenses up to \$79.50 for lodging, documented by a receipt of actual lodging expenses for a commercial lodging establishment. Payment of sales tax, lodging tax, or service fees applied to the cost of lodging are to be paid in addition to the daily reimbursement amount.

**C. Excess Subsistence**

Authorization for excess expenses for in-state or out-of-state travel may be granted by the Secretary of Public Safety or designee when such costs are included in registration fees and/or there are predetermined charges.

#### D. Transportation

For non-state employees serving on state boards, commissions, committees, and councils, transportation policies and regulations are the same as for state employees except non-state employees shall be reimbursed for mileage at 25 cents per mile as allowed under N.C. Gen. Stat. §138-6(a)(1). State employees serving on state boards, commissions, committees, and councils shall follow the transportation policies and regulations as set forth in the Travel Allowance – Transportation Section of this policy for travel and transportation reimbursement.

#### E. Out-Of-State Travel

Expenses for out-of-state travel on official business shall be reimbursed only upon authorization obtained in the manner prescribed by regulations governing out-of-state travel for state employees.

#### F. Meetings

Refreshments (e.g., coffee, soft drinks, cookies, doughnuts) may be served at official board meetings. Reimbursement may be paid from state funds for the actual cost not to exceed \$4.50 per member and required staff, per meeting per day. Meetings lasting less than four hours (including breaks) will be reimbursed at \$2.25 per member and required staff, per meeting. “Required Staff” shall be defined as an employee who, in the regular course of his duties, is expected to attend the meeting and any other employee whose presence is necessary to accomplish a purpose of the meeting.

### **Travel Policies for Active Members of the General Assembly Serving on State Boards, Commissions, Committees, and Councils (e.g. The Interstate Compact State Advisory Council)**

#### A. Per Diem

Pursuant to N.C. Gen. Stat. §120-3.1, per diem compensation is not applicable.

#### B. Subsistence

An active member of the General Assembly serving on state boards, commissions, committees, and councils shall receive a subsistence allowance for meals and lodging of \$104 per day, which is equal to the maximum per diem rate for federal employees traveling to Raleigh, N.C., per 58 Federal Register 67959, while the General Assembly remains in session, with the approval of the Speaker of the House for Representative

members or the President Pro Tempore for Senate members, while in the service of the state.

**C. Excess Subsistence**

A member who is authorized to travel, whether in or out of session, within the United States but outside of North Carolina, may elect to receive, in lieu of the allowance referenced in Paragraph B. above, a subsistence of \$26.00 a day for meals, plus actual expenses for lodging when evidenced by a receipt satisfactory to the Legislative Services Officer, not to exceed the maximum per diem rate for federal employees traveling to the same place, as set out at 58 Federal Register 67950-67964 (December 22, 1993) and at 59 Federal Register 23702-23709 (May 6, 1996).

**D. Transportation**

An active member of the General Assembly serving on state boards, commissions, committees, and councils shall be reimbursed the business standard mileage rate set by the Internal Revenue Service (**54 cents per mile, beginning January 1, 2016**), whenever the member travels, whether in or out of session, as a representative of the General Assembly or of its committees or commissions, with the approval of the Legislative Services Commission.

## **Non-State Employees**

A. Non-state employees traveling on official state business whose expenses are paid by the State are subject to these regulations, including statutory subsistence allowances, to the same extent as state employees. Travel expenses for members of a non-employee's family are not eligible to be paid by the State. No travel advances will be made to non-state employees.

**B. Prospective Professional Employees**

The Secretary of Department of Public Safety or his designee is authorized to approve reimbursement of transportation expenses of prospective professional employees visiting state agencies for employment interviews. These expenses are limited to transportation and subsistence for three days (five days if one is a Saturday) at the in-state rate. Excess lodging expense may be approved by the Division Head as designated by the Secretary of Public Safety.

**C. Attendants**

D. State policy does not permit the routine payment of salaries for attendants for handicapped employees. Payment of travel and subsistence expenses (motel and meal costs) for attendants for handicapped employees while traveling on official state

business may be reimbursed if advance approval is obtained from the Division Head as designated by the Secretary of the Department of Public Safety.

E. Expert Witness Fees

F. Any person who is used by any state department, agency, commission, committee, licensing board, or council as an expert witness may be reimbursed by said group at a fee agreed upon by both parties. All travel costs will be reimbursed the same as for state employees.

## **Conferences, Seminars, Workshops, Training Sessions and Retreats**

A. External Conferences

1. External conferences are those that involve the attendance of persons other than the employees of the Department of Public Safety. There must be a written invitation to participants that include other State agencies, local governments or community representatives. Meetings with vendors do not qualify as external conferences. Speakers from outside the Department do not qualify the conference as external.

Routine staff meetings, ceremonies, celebrations and other like gatherings are not conferences. Also meetings involving vendor selection and meetings with auditors (internal or external) are not conferences. The aforementioned are not all inclusive.

2. Meals:

- a) 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. Cost of meals must not exceed allowable state rates for meals.
- b) Pursuant to N.C. Gen. Stat. §138-6(a)(3), a state agency cannot use funds to pay for conference meals for state employees where a registration fee was not charged, unless the following condition is met:
  - i. Federal grants, other grants or state funds may be used for meals if the conditions attached to those funds allow for the provision of meals for a conference. If grant conditions allow, meals may be provided to state employees even if a registration fee was not charged. The Department must have documentation of the conditions. The cost of meals must not exceed allowable state rates for meals. The employee may not request reimbursement for the meal. Section/Location Heads shall ensure that

reimbursement is not claimed for meals by employees when the meal has been paid by other means.

### 3. Registration Fees

- i. The registration fee is typically charged for defraying the cost of speakers, building (room) use, handout materials, breaks and meals at conferences and conventions.
- ii. All participants in an external conference shall be charged the same registration fee regardless of whether or not participants are employed by the Department. Conference speakers are not charged a registration fee.

The Division/Section sponsoring the conference shall be responsible for keeping a list of all participants who have paid the registration fee. A sign-in list of these participants shall be used at the conference. It shall be the responsibility of the Division/Section to ensure that any write-ins on the day of the conference have paid the registration fee. The roster shall also identify the State Agency of each participant. This list shall be maintained on file by the Division/Section for audit purposes, and a copy shall be submitted to the Controller's Office with any request for payments related to the conference. If not identified on an agenda, a list of all speakers shall also be submitted.

- iii. Registration fees are charged to Account No. 532930 and registration receipts are recorded to Account No. 435600.
- iv. The Department of Public Safety Controller's Office requires itemization and/or documentation of the expenses anticipated in order to determine the amount of the Registration Fee to be charged. When determining the amount of registration fee to charge, only an amount sufficient to cover anticipated expenses shall be requested. When determining the registration fee, all conference expenditures must be shown, even those anticipated to be funded from other sources. The proposed registration fee must receive prior approval in writing from the Controller.
- v. Registration fees may not include costs of entertainment, alcoholic beverages, setups, receptions, speaker gifts, promotional gift items or flowers. 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 fund or grant.

4. Conferences sponsored or co-sponsored by the Department are authorized when they meet the following limitations/requirements:

- a) The conference is planned in detail a minimum of 30 days in advance and includes a formal agenda or curriculum.
- b) There is a written invitation to participants, setting forth the calendar of events, scheduled activities, if any, and the detailed schedule of costs.
- c) Conferences should be held in state facilities; however, non-state facilities can be rented when state facilities are not available or do not meet conference needs.
- d) When conferences are to be held under the sponsorship of the Department, funds shall be budgeted for all participants/ expenditures and lump-sum payments to a conference center or an organization may be made upon written authorization from the Controller, as designated by the Secretary of the Department of Public Safety. The request must provide:
  - i. The purpose and duration of the conference;
  - ii. The number of persons expected to attend;
  - iii. The specific meals to be served at the conference, which must
  - iv. be within state rates for meals (law prohibits lunches being provided to state employees unless registration fees are charged to all attendees or grant conditions allow);
  - v. The approximate daily subsistence cost per person; (must be within allowable state subsistence rates); and
  - vi. The name of the conference center, hotel, caterer or other organization providing the service.
- e) It is the responsibility of each Section/Location to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to state employees who are conference participants.
- f) The Department may provide refreshments for “coffee breaks” provided there are twenty (20) or more participants and costs do not exceed \$4.50 per participant per day. Conferences lasting less than four hours (including breaks) will be reimbursed at \$2.25 per attendee and required staff, per meeting. “Coffee breaks” cannot be used as a means of providing a meal (breakfast, lunch or dinner). Refreshments may not be provided for routine staff meetings, ceremonies and celebrations or other gatherings not meeting the definition of a conference or training.
- g) Original receipts, a formal agenda that includes breaks and a list of participants (typed list with participants’ signatures) must be sent to the Controller’s Office in order to be reimbursed for conference expenditures, including breaks. List of participants shall indicate whether they are in overnight travel status or not. Normal purchasing procedures outlined in the DPS Purchasing and Logistics’ Policy Manual apply

- h) Reception costs are not allowable as conference expenditures. In lieu of a reception, a dinner or luncheon may be held as long as participants qualify for the meal under state law.
- i) The Department cannot use state funds to provide promotional items, gift items, speaker gifts or door prizes to be distributed at the conference.
- j) Any contract with vendors providing meeting rooms, equipment, meals, and breaks must be reviewed and approved in writing by DPS Purchasing and Logistics before being signed.
- k) Any training aspects of a conference must be approved by the Office of Staff Development and Training (OSDT) if you require training credit.

## B. Internal Conferences

1. Internal conferences are conferences that involve attendance of employees within the Department of Public Safety. Speakers or guests (as distinguished from registered participants) from outside the Department do not qualify the conference as external. Internal conferences are generally all day events and are held no more frequently than once a year. Internal conferences held more than once per year require approval from the Secretary of the Department. Payment for meals is not allowable unless overnight travel criteria are met. **Routine staff meetings, ceremonies or celebrations are not internal conferences.** Also, meetings involving vendor selection and meetings with auditors (internal or external) are not conferences. The aforementioned are not all inclusive.
2. Requirements/Limitations:
  - a) The conference shall be planned in detail in advance, with a formal agenda or curriculum. The agenda shall include a detailed time line, outlining speakers and their subject matter. The agenda shall reflect lunch and break periods. The conference agenda shall be for legitimate business purposes. Employee appreciation related activities are not allowable as part of an internal conference.
  - b) Conference participants shall be sent written invitations that set forth the calendar of events and the detailed schedule of costs.
  - c) No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meetings must be held in state facilities when available. No registration fee may be charged.

- d) When funding for internal conferences is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the Controller. The request must provide:
  - i. The purpose and duration of the conference;
  - ii. The number of persons expected to attend;
  - iii. The specific meals to be served at the conference, which must be within state rates for meals and follow all other travel/ subsistence regulations and guidelines (law prohibits lunches being provided to state employees unless they are in overnight travel status);
  - iv. The approximate daily subsistence cost per person, which must be within allowable state subsistence rates (the employee must be in overnight travel status); and
  - v. The name of the conference center, hotel, caterer or other organization providing the service.
  
- e) It is the responsibility of each Section/Location to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to Department employees who are conference participants.
  
- f) The Department may provide refreshments for “coffee breaks” provided:
  - i. there are 20 or more participants and
  - ii. costs do not exceed \$4.50 per participant per day or \$2.25 for half day.

“Coffee breaks” cannot be used as a means of providing a meal (breakfast, lunch or dinner). Refreshments may not be provided for routine staff meetings, ceremonies and celebrations or other gatherings not meeting the definition of a conference or training.
  
- g) Original receipts, a formal agenda that includes breaks and a list of participants (typed list with participants’ signatures) must be sent to the Controller’s Office in order to be reimbursed for conference expenditures, including breaks. The list of participants shall indicate whether they are in overnight travel status or not. Normal purchasing procedures outlined in the DPS Purchasing and Logistics Policy Manual apply.
  
- h) Reception costs are not allowable conference expenditures. In lieu of a reception, a dinner or luncheon may be held as long as participants qualify for meals under state law.
  
- i) Payments for entertainment, alcoholic beverages, setups, receptions or flowers are not allowable conference expenditures.

- j) The Department cannot use state funds to provide promotional items, gift items, speaker gifts or door prizes to be distributed at the conference.
  - k) Any contract with vendors providing meeting rooms, meals, and breaks must be reviewed and approved in writing by the Controller's Office before being signed.
  - l) Any training aspects of a conference must be approved by the Office of Staff Development and Training (OSDT) if you require training credit. This does not apply to training for law enforcement officers nor emergency management employees.
3. The Department cannot use state funds to support or underwrite a meeting, assembly, conference, seminar, rally, celebration, or similar function by whatever name called that promotes any cause or purpose other than the mission and objective of the Department.

#### C. Training

- 1. Employee training involves courses that develop an employee's knowledge, skill, and ability to perform the duties of his/her present job; such as, courses on computer usage or management skills development. These courses generally have a set fee, are of relatively short duration, and are not part of a curriculum the employee is participating in, leading to an educational degree.
- 2. Requirements/Limitations
  - a) Departments sponsoring training sessions may provide refreshments for "coffee breaks" provided there are twenty (20) or more participants and costs do not exceed \$4.50 per participant per day. Sessions lasting less than four hours (including breaks) will be reimbursed at \$2.25 per attendee and required staff, per meeting.
  - b) Original receipts, training agenda, and a list of participants (typed list with participants' signatures) must be sent to the Controller's Office in order to be reimbursed for refreshments. The list of participants shall indicate whether they are in overnight travel status or not.
  - c) The Department may reimburse employees for training books and materials related to training sessions, provided the books are required to participate in the training sessions. These books will then be considered the property of the Department and not the employee's property.

#### D. Management Retreat

1. A management retreat is a meeting or series of meetings consisting of a Department or Division Head and his/her top assistants and coworkers. Retreats are sometimes held at a site other than the usual workplace and are held no more frequently than once a year.
2. A management retreat is not allowable unless authorized by the Secretary of Public Safety. Expenditures are permissible in a manner as if it were an internal conference.

#### **E. Informal Meetings with Guests of Department Heads**

1. An informal meeting is a meeting consisting of a Department Head or his or her designee and non-state employees during which official state business is discussed for the majority of the meeting. Informal meetings are one-time occurrences and are not held on a recurring or routine basis.
2. State funds may be used to reimburse actual costs of meals for the Secretary or designee and for his guests when all the following criteria are met:
  - i. Individual guests are not state employees;
  - ii. Individual guests are accompanying the Secretary or designee in the course of conducting official state business;
  - iii. The costs are associated with a specific event; and
  - iv. Any designee has prior written approval from the Secretary.

Meal costs and other expenses for family members of the Secretary or designee and guest family members are not reimbursable.

#### **F. Registration Fees**

Registration fees for conferences, seminars, training, etc., may be paid directly by the Department, or the employee may be reimbursed the actual amount expended as shown by a valid receipt or invoice. An electronic receipt is acceptable if registration is made on-line. A copy of the registration form is also required. When a receipt or invoice is not available for employee reimbursement, the canceled check or money order shall be required as proof of payment, along with a copy of the registration form.

## **Telephone Calls**

#### **A. Long Distance Calls**

All long distance calls that are to be paid by the State are those made pursuant to an employee conducting official State business. Employees are not allowed to charge long distance phone calls to the State for calls made of a personal nature, except as stated below.

**B. Reimbursement**

Official phone calls are reimbursable under “Miscellaneous.” Individual calls over \$5.00 must be identified as to point of origin and destination.

**C. Allowable Personal Calls**

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-night period. Reimbursement to the employee may not exceed \$3.00 for each in-state call or \$5.00 for each out-of-state call. Documentation is required for reimbursement.

**D. Employee Emergency Calls**

Employees may use the state network system, state credit card, or may be reimbursed for a personal long distance call(s) if such call(s) is of an emergency nature as determined by the department. 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.

**E. Mobile Telephones**

Because mobile telephone charges (cellular and digital) are based on measured use, no personal calls should be made on mobile telephones except in case of emergency as determined by the department. Mobile telephone calls to conduct official state 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 State business, the employee is eligible for reimbursement. In order for the Department to reimburse the employee, the employee must indicate on his/her telephone bill the reimbursable calls, individuals called, and nature of calls; and, then submit the telephone bill to his/her supervisor for approval. If the supervisor approves the calls as State business related, the Department will reimburse the actual billed cost of the call.

**F. Electronic Communication Devices**

Employees traveling on official State business who need to transmit data electronically (including email) or use the Internet for state business purposes should use the most cost efficient manner available, including services available through the State’s Information Technology Services (ITS) access.

## Travel Advance

Permanent state employees who travel on state business may be issued a travel advance in order that personal funds will not be required. Form CNTR 002 (Employee Advance Request) shall be used when requesting travel advances and shall be submitted with an approved Form CNTR 001 (Travel Authorization). Adequate records shall be maintained to support the travel advance. Eligibility for advances and reporting requirements are as follows:

- A. State Issued Credit Cards – State employees who have been issued state credit cards for travel purposes should not be issued travel advances unless there is substantiated justification.
- B. Travel Advances for Occasional Travel
  - 1. Employees who travel occasionally on state business may request a travel advance in an amount not to exceed the estimated cost of the trip when travel is for at least a minimum of two (2) nights. Advance requests should be submitted three weeks prior to travel date, but an advance may not be issued more than 5 working days prior to the date of departure.
  - 2. Travel advances may be provided to employees for one night out-of-state extradition trips when reasonable advance notice is given.
  - 3. All advances must be deducted from the travel expense reimbursement requests no later than 30 days after the travel period or June 30, or earlier if required by the DPS Controller's Office whichever comes first. In the event the travel advance exceeds the actual travel expenses, the employee must immediately repay any difference. Failure to repay the travel advance in full within the mandatory period will result in garnishment of wages.

- C. Travel Advances for Regularly Scheduled Travel

For employees who travel each month, an annual advance of funds equal to the average monthly expense may be made. All reimbursement requests shall be filed and paid monthly for incurred expenses. Reimbursement requests must be submitted to the Controller's Office no later than 30 days after the travel period. Travel period is defined as the calendar month during which the travel occurred. The advance must be repaid as of June 30 annually or earlier if required by the DPS Controller's Office. Failure to repay the travel advance in full within the mandatory period will result in garnishment of wages. If it is determined that the monthly reimbursement has averaged less than the annual advancement, the advance must be reduced to the newly established amount.

**NOTE: Unspent annual advances must be returned to the DPS Controller's Office by the end of the fiscal year, or upon termination of employment, whichever comes first.**

**D. UMB Financial Corp (United Missouri Bank) Cards**

The State has authorized the use of UMB credit cards for employees during travel on official state business. These cards are distributed at the discretion of the Section Head. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. Employee misuse of state-issued credit cards is grounds for revocation of the card and/or disciplinary action up to and including dismissal.

1. The Department of Public Safety has an arrangement with the UMB Financial Corp (United Missouri Bank) to provide corporate credit cards for use by designated employees. Contact Systems Support in the Controller's Office (919-716-3395) to request an application.
2. Purchases shall be made using the card only if they are eligible for reimbursement as business travel expenses.
3. Meals which are not reimbursable by the Department of Public Safety shall not be charged to the UMB Corporate Card.
4. Charges for personal expenses are prohibited.
5. Credit card charges must be paid in full monthly with no exceptions.
6. Postage for submitting payments to UMB is a personal expense.

## **Reimbursement**

- A. Form CNTR 003 (Reimbursement of Travel and Other Expense Incurred in the Discharge of Official Duty), along with necessary receipts for lodging and other expenses must be submitted to the DPS Controller's Office within 30 days of the end of the travel period. Copies of Forms CNTR 003 and receipts shall be kept in a central file at the Section/Location for audit purposes for a period of one year or longer if a specific regulation requires a different retention period such as with grants.

Travel Period is defined as the calendar month during which the travel occurred. The room rate must be clearly documented on all lodging establishment receipts. Receipts must be itemized showing taxes and other charges separately. Receipts must be submitted for all employee and contractual personnel expenses incurred, excluding meals and certain other expenses specifically identified. If reimbursement for an inmate

or juvenile resident is claimed, a receipt for the expense, including meals, must be attached, and the inmate/juvenile resident's name and number/ID must be documented.

Each employee is responsible for his or her own request for reimbursement. Each employee shall personally sign his or her own Form CNTR 003, as (s)he is "certifying under penalties of perjury that the statements are true and accurate." The employee cannot delegate his or her signing authority to another individual. In addition, Forms CNTR 003 must be signed by the employee's supervisor, indicating that travel expenses have been approved, in order for the expense to be authorized.

- B. Direct deposit is the most efficient way to receive reimbursement for both travel reimbursement and travel advances. To receive reimbursement by direct deposit, Form CNTR 004 (Direct Deposit Reimbursement) shall be completed for the first submission of the travel reimbursement/advance request. Form CNTR 004 does not need to be submitted again unless the employee requests a change for a new bank, new e-mail address, or new fax number. Should information change (i.e. new bank, different email address, new fax number), a new Form CNTR 004 shall be submitted prior to the next request for reimbursement/advance.

## **Exceptions**

Any exceptions to the rules and regulations as herein stated in the Department of Public Safety, Fiscal Policy and Procedures Manual, except those expressly delegated, must be approved by the Office of State Budget and Management.

### *Document History Notes:*

Policy Updated January 12, 2016, to reflect *Change in the IRS Mileage Rate, Motor Fleet Reimbursement rate and other travel policy changes by Memorandum*; issued by State Budget Director, Lee Harriss Roberts: January 8, 2016.

Policy Updated July 14, 2015, to reflect *Travel Subsistence Rate Revision Memorandum* changes; issued by State Budget Director, Lee Harriss Roberts: July 13, 2015.

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