

STATE OF NORTH CAROLINA
JUDICIAL BRANCH
 North Carolina Administrative Office of the Courts

PRIOR APPROVAL AND REIMBURSEMENT
FOR WORKING LUNCHEES AND
REFRESHMENTS/BREAK SERVICE

EVENT

<i>Event Title</i>	<i>Event Date</i>	<i>Total Event Duration (hours)</i>
<i>Is There A Scheduled Lunch Break?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Start Time</i>	<i>End Time</i>

CONDITIONS

To qualify for reimbursement, the following conditions must be met:

- The event includes ten (10) or more individuals from two (2) or more divisions, districts, or offices.
- The event cannot be a routine staff meeting.
- For a working lunch or refreshments/break service, the event is scheduled for a minimum of four (4) consecutive hours.
- For both a working lunch and refreshments/breaks, the event is scheduled for a minimum of five (5) consecutive hours.

ESTIMATED COST

Estimated Costs For Working Lunch		Estimated Costs For Refreshments/Break Service	
Number of Invitees	_____	Number of Invitees	_____
Lunch Allowance Per Person	\$ 13.30	Refreshment Allowance Per Person (not to exceed \$5.00 per person)	\$ _____
Total Projected Cost	\$ _____	Total Projected Cost	\$ _____

REQUESTED BY

<i>Requester Name</i>		<i>Requester Signature</i>		<i>Date</i>
<i>Job Title</i>	<i>Division/Section</i>	<i>County/District</i>		
<i>Supervisor Name</i>		<i>Supervisor Signature</i>		<i>Date</i>

PRIOR APPROVAL REQUIRED

<i>NCAOC Approver Name</i>	<i>NCAOC Approver Signature</i>	<i>Date</i>
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REIMBURSEMENT AFTER THE EVENT

After the event, submit the following documents to AccountsPayable@nccourts.org:

- 1) Approved copy of this form
- 2) Meeting Agenda
- 3) Approved Final Invoice(s)

Actual Invoices For Reimbursement

Reimbursement for actual cost cannot exceed
 - the current in-state lunch per diem, per person;
 - \$5.00 per person, per day for refreshments.
Consult the Judicial Branch Reimbursement Policy for Routine Expenses for additional information.

Approved Final Invoices	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Invoices	\$ _____