

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

**PRIOR APPROVAL AND REIMBURSEMENT  
FOR WORKING LUNCHES AND  
REFRESHMENTS/BREAK SERVICE**

**EVENT**

Event Title

Event Date

Total Event Duration (hours)

Is There A Scheduled Lunch Break?

☐

Yes

☐

No

Start Time

End Time

**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**

Number of Invitees

Lunch Allowance Per Person

\$ 14.00

Total Projected Cost

\$

**Estimated Costs For Refreshments/Break Service**

Number of Invitees

Refreshment Allowance Per Person  
(not to exceed \$5.00 per person)

\$

Total Projected Cost

\$

**REQUESTED BY**

Requester Name

Requester Signature

Date

Job Title

Division/Section

County/District

Supervisor Name

Supervisor Signature

Date

**PRIOR APPROVAL REQUIRED**

NCAOC Approver Name

NCAOC Approver Signature

Date

**REIMBURSEMENT AFTER THE EVENT**

After the event, submit the following documents to [AccountsPayable@nccourts.org](mailto: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

\$