

STATE OF NORTH CAROLINA Judicial Branch Of Government				REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL BUSINESS			
G.S. 138-6							
INSTRUCTIONS: 1) Forward the completed form and all necessary receipts/supporting documents (hotel, registration, parking, advance approval, etc.) to AccountsPayable@nccourts.org. 2) Travel relating to a Judicial Branch-sponsored event should be submitted on this form by itself and should not be commingled with other types of travel. 3) Consult the Judicial Branch Travel Policy for the current mileage reimbursement rates, subsistence rates and other criteria.							
☐ Supreme Court ☐ Court of Appeals ☐ Superior Court ☐ District Court ☐ Clerk's Office ☐ District Attorney's Office		☐ Public Defender's Office ☐ Special Counsel's Office ☐ Appellate Defender ☐ IDS Other:		☐ Specialty Court, Grant, or Conference/Commission:		☐ AOC Division/Section: Name of Judicial Branch-sponsored event, if applicable:	
Requester Name And Address ☐ Check If Name Or Address Change				Job Title		County/District	
				Requester Email Address			
				Travel For (month and year)		Date Request Prepared	
Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses, and allowances incurred in the service of the State. If Federal GSA standard lodging rates are used, I affirm that I complied with the policy criteria for such rates.		I have examined this reimbursement request and certify that it is just and reasonable.		Total Cost		\$	
		Supervisor Name		Less Advance		\$	
		Requester Signature		Supervisor Signature		Reimbursement	
				RATE INFORMATION			
Consult the Judicial Branch Travel Policy for - current approval authorities - mileage reimbursement rates - per diem/subsistence rates - additional information				Per Diem and Lodging Rates Effective August 1, 2025		In-State	Out-of-State
				Overnight Status (100% of max per diem)		\$ 49.00	\$ 52.30
				Partial Travel Day (75% of max per diem)		\$ 36.75	\$ 39.23
				Custom Amount	Breakfast	\$ 10.60	\$ 10.60
					Lunch	\$ 14.00	\$ 14.00
					Dinner	\$ 24.40	\$ 27.70
Mileage Reimbursement Rates Effective January 1, 2024							
Standard Rate		\$ 0.67/mile		Lodging - State rate or allowable Federal GSA rate. Consult the Travel Policy for information.		\$ 94.10	\$ 111.10
Lowest Rate		\$ 0.41/mile					
				INITIAL DAY OF TRAVEL (record additional days on attached pages)			
Travel Summary		Transportation and Misc.		Amount	Subsistence		Amount
Date	☐ In-State Travel ☐ Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$/mile	\$	Overnight Status 100% of max per diem	\$	
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
To		Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip		Miscellaneous		\$	Lodging ☐ Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY		\$					
				FOR USE BY NCAOC FISCAL SERVICES DIVISION			
BUDGET FUND	ACCOUNT	CENTER		AMOUNT	Date		
	Ground Transp./Mileage				Verified And Approved For Payment:		
	Lodging/Hotel						
	Meals/Subsistence						
AOC-A-25, Rev. 8/25, © 2025 Administrative Office of the Courts							

Requester Name

		DAYS OF TRAVEL (continued)				
Travel Summary		Transportation and Misc.		Amount	Subsistence	Amount
Date	☐ In-State Travel ☐ Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$/mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
To		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging ☐ Exceeds State/GSA rate	\$
TOTAL FOR THE DAY		\$				
Travel Summary		Transportation and Misc.		Amount	Subsistence	Amount
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To		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging ☐ Exceeds State/GSA rate	\$
TOTAL FOR THE DAY		\$				
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Purpose Of Trip		Miscellaneous		\$	Lodging ☐ Exceeds State/GSA rate	\$
TOTAL FOR THE DAY		\$				
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