## STATE OF NORTH CAROLINA **Judicial Branch Of Government**

## REIMBURSEMENT OF TRAVEL AND OTHER **EXPENSES INCURRED BY NON-EMPLOYEE** IN THE DISCHARGE OF OFFICIAL JUDICIAL **BRANCH BUSINESS**

Date

Verified And Approved

For Payment:

**AMOUNT** 

G.S. 138-6

INSTRUCTIONS: 1) Fill out the form completely, sign it, and provide it to the hosting Judicial Branch Division/Commission/Conference of the training, meeting, or conference you are attending.

- 2) The hosting Judicial Branch Division/Commission/Conference shall review, sign, and forward the completed form and all necessary receipts/supporting documents (hotel, registration, parking, advance approval, etc.) to AccountsPayable@nccourts.org.
- 3) Consult the hosting Judicial Branch Division/Commission/Conference regarding any questions you may have about the Judicial

Branch Travel P	olicy, including t	he curr	ent mileage reimburse	ement rates, subs	sistence r	ates, and	other c	riteria.			
Official Judicial Branch Business That Resulted In Travel And Other Expenses				Non-Employee's Employer/Organization							
Sponsored Event Title (if applicable)				Non-Employee's Job Title							
Non-Employee's Name And Address			Non-	-Employee's Full So	ocial Secui	rity No.	- 1	Non-Employee's Telephone No.			
			Trav	Travel For (month and year)				Date Request Prepared			
NON-EMPLOYEE'S SIGN	IATURE		TO BE COM	IPLETED BY	JUDIC	IAL BR	ANCI	н ЕМ	PLOYE	E	
Under penalties of perjury, I certify and accurate statement of the city of	of lodging,	Grant I	o. (if applicable) Fund Code			9					
expenses, and allowances incurred of the State. If Federal GSA standar rates are used, I affirm that I compli	d lodging	certif	e examined this reimb y that it is just and reas	sonable.	t and	Total C	ost		\$		
policy criteria for such rates.	The will the		ring Judicial Branch Empl			Reimb	ursen	nent	\$	\$	
Non-Employee's Signature		Approv	ring Judicial Branch Empl	oyee Signature							
			RATE INFORM								
<b>Consult the Judicial Branch Travel</b>	Policy for		Per Diem and Lodg			1, 2023			-State		of-State
- current approval authorities			Overnight Status (10	· · · · · · · · · · · · · · · · · · ·				\$	46.50	\$	49.70
- mileage reimbursement rates			Partial Travel Day (7	5% of max per d	iem)			\$	34.88	\$	37.28
- per diem/subsistence rates			Custom Amount Breakfast \$ 10.10					\$	10.10		
- additional information			Lunch \$ 13.30 \$					13.30			
Mileage Reimbursement Rates Effe			Dinner \$ 23.10 \$ 2					26.30			
Standard Rate	\$ 0.67/m										
Lowest Rate	\$ 0.41/m	ile	Lodging - State rate	e rate or allowable Federal GSA rate.					00.40		
GAL volunteers, State Boards, Committees, Commissions, Councils	\$ 0.25/m	ile		nsult the Travel Policy for information. \$89.10 \$105.2					105.20		
	INITIAL DAY	, OF 1	ED AVEL (	1.00							
Traval Summar		OF I	Transportation	cord additional days on attached pages			<u> </u>	bsiste		Λ	
Date In-					e	(	Overnig 100% of	ht Statu	is	\$	nount
From			Other Transportation	tion \$		F	Partial Travel Day 75% of max per diem		ay	\$	
То			Miscellaneous \$			Custom Amount Use the per diem rates			\$		
Purpose Of Trip			Miscellaneous	¢   <u>Lou</u> g			Lodging Exce	dging Exceeds State/GSA rate			
TOTAL FOR THE DAY \$											
<u> </u>											

FOR USE BY NCAOC FISCAL SERVICES DIVISION

**CENTER** 

**ACCOUNT** 532714

532721

532724

**COMPANY** 

Non-Employee's Name						
		DAYS OF TRAVE	L (continued)			
Travel Summary		Transportation	` /	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	\$
То		Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
	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	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$				1 <u> </u>	
Travel S	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	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
Travel S	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	\$
То		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
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	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
TOTAL FOR THE DAT	Ψ					

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

Non-Employee's Name							
			DAVE OF TRAVE	(continued)			
Traval 9	Summary		DAYS OF TRAVE	· ,	Amount	Subsistence	Amount
Date	In-State Tra	اما	Personal Vehicle Mileage	Reimbursement Rate	Amount	Overnight Status	Alliount
	Out-of-State		miles	\$ /mile	\$	100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
Travel S	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Tra	vel	Personal Vehicle Mileage	Reimbursement Rate	\$	Overnight Status	\$
	Out-of-State	Travel	miles	\$ /mile	Ψ	100% of max per diem	Ψ
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
Travel S	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Tra		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	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
	Summary		Transportation	and Misc	Amount	Subsistence	Amount
Date	In-State Tra	vel	Personal Vehicle Mileage	Reimbursement Rate		Overnight Status	
	Out-of-State	Travel	miles	\$ /mile	\$	100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			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	
Date	In-State Tra		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	\$	
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
TOTAL FOR THE DAT	Ψ						

Non-Employee's Name						
		DAYS OF TRAVE	L (continued)			
Travel Summary		Transportation	. ,	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	\$
То		Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
	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	\$
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Purpose Of Trip		Miscellaneous		\$	Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
	Summary	Transportation	and Misc.	Amount	Subsistence	Amount
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TOTAL FOR THE DAY	\$					
	Summary	Transportation	and Misc.	Amount	Subsistence	Amount
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From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То		Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
Travel Summary		Transportation	and Misc.	Amount	Subsistence	Amount
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From		Other Transportation	'		Partial Travel Day 75% of max per diem	\$
То		Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	¢				LACCEUS SIGIE/GSA FATE	
TOTAL FOR THE DAY	\$					

Non-Employee's Name						
		DAYS OF TRAVE	L (continued)			
Travel Summary		Transportation	. ,	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	\$
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Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
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From		Other Transportation	'		Partial Travel Day 75% of max per diem	\$
То		Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging  Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	¢				LACCEUS SIGIE/GSA FATE	
TOTAL FOR THE DAY	\$					