

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

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 Policy, including the current mileage reimbursement rates, subsistence rates, and other criteria.

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 Social Security No.	Non-Employee's Telephone No.
	Travel For (month and year)	Date Request Prepared

NON-EMPLOYEE'S SIGNATURE	TO BE COMPLETED BY JUDICIAL BRANCH EMPLOYEE		
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.	Grant No. (if applicable)	Fund Code	
	I have examined this reimbursement request and certify that it is just and reasonable.	Total Cost	\$
	Approving Judicial Branch Employee Name	Reimbursement	\$
	Non-Employee's Signature	Approving Judicial Branch Employee Signature	

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			
Lowest Rate	\$ 0.41/mile			
GAL volunteers, State Boards, Committees, Commissions, Councils	\$ 0.25/mile	Lodging - State rate or allowable Federal GSA rate. Consult the Travel Policy for information.	\$ 94.10	\$ 111.10

INITIAL DAY OF TRAVEL (record additional days on attached pages)					
Travel Summary		Transportation and Misc.		Amount	Subsistence
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				
COMPANY	ACCOUNT	CENTER	AMOUNT	Date
	532714			
	532721			
	532724			
				Verified And Approved For Payment:

Non-Employee's 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
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
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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To		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging ☐ Exceeds State/GSA rate	\$
TOTAL FOR THE DAY		\$				

Non-Employee's Name

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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		\$				
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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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TOTAL FOR THE DAY		\$				

Non-Employee's 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
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	\$
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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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