Special Travel and Training + Travel Advance Request

New Smartsheet Form User Guide

September 2026

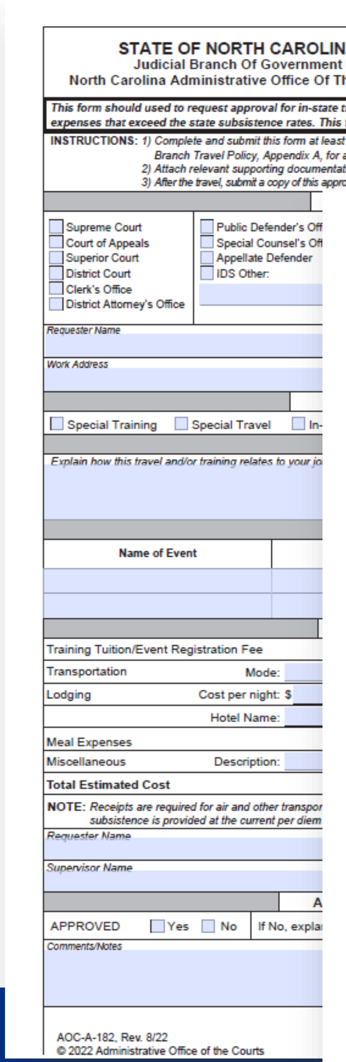
New Smartsheet Form

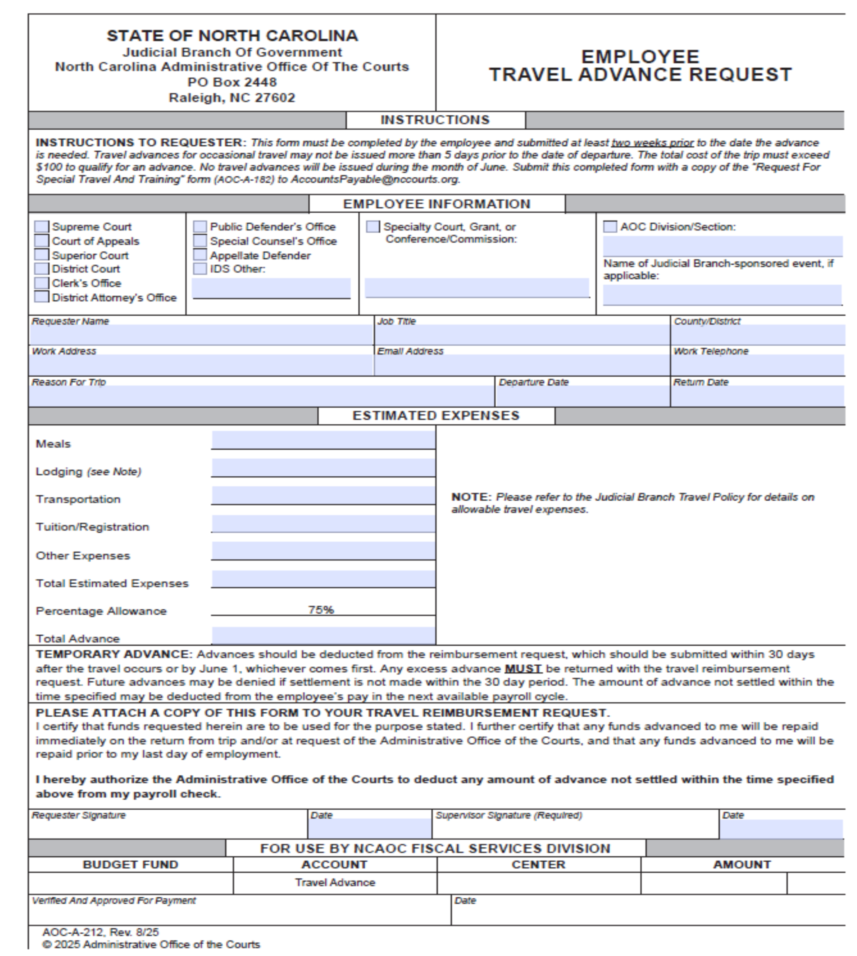
Replacing the AOC-A-182 and AOC-A-212 forms

- There is a new form to request prior approval for special travel and attendance at non-Judicial Branch sponsored trainings and events.
- Judicial Branch employees can use this form to request a Travel Advance
- Consult the *Judicial Branch Travel Policy* for specific information on allowable expenses and the approval process
- Bookmark these link for easy access!

Form: https://www.nccourts.gov/documents/forms/request-for-special-travel-and-training

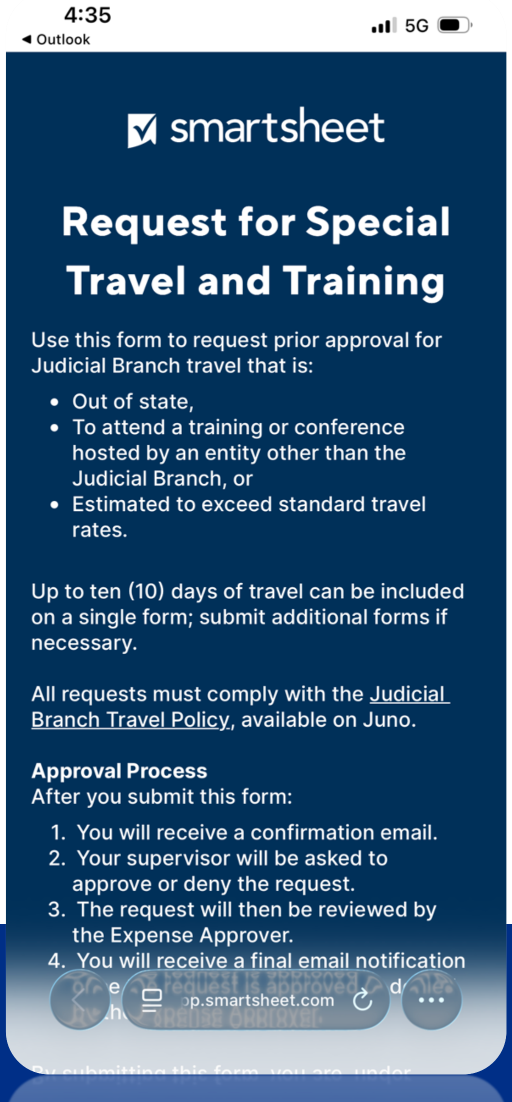
Policy: https://juno.nccourts.org/policies/judicial-branch/judicial-branch-travel-policy





New Smartsheet Form

Available on mobile…



… or desktop browsers

Requestor First Name *

Requestor Last Name *

Requestor Email Address *

Job Title *

Judicial Branch Employee *

- Yes
- No
- Volunteer

Travel Special Funding Source *

- Regular State Funded
- Grant Funded
- Contract Funded

Note: If you select "grant funded" you'll be prompted to provide the email address of your grant approver

Supervisor/Reviewer Email Address(es) *

You must enter your supervisor's email address. If needed, you can enter more than one email address separated by a comma (",").

If your position does not have a supervisor (e.g., elected official) you must enter your own email address here.

If you are not a Judicial Branch employee: you must enter the Judicial Branch email address of the person or point-of-contact hosting the training, meeting, or conference you are attending. If needed, you can enter more than one email address separated by a comma (",").

Travel Category *

Name of Event *

Sponsor and Location of Event *

Justification *

Describe the purpose of the trip, such as meeting, conference, training, case-related travel, etc.

** Indicate here if the business travel was storm/disaster-related, including travel to provide assistance, repairs, on-site support, etc.

In / Out of State or Virtual Event *

Event Start Date *

mm/dd/yyyy

Event End Date *

mm/dd/yyyy

Training Tuition / Event Registration Fee

#

In / Out of State or Virtual Event *

In-state

In-state

Out-of-state

N/A or virtual event

Event End Date *

Additional tips:

- If you choose “in-state” or “out-of-state” you’ll be prompted to select the number of days the in-person travel will occur. This will be used to calculate meals/subsistence later in the form.
- If the per night hotel rate fluctuates over a multi-night trip, please provide the average nightly rate.

How many days of in-person travel occurred?

This will be used to calculate your meal/subsistence expenses at the bottom of this form.

2

Training Tuition / Event Registration Fee

#

Transportation Mode *

- [ ] Personal vehicle
- [ ] Air
- [ ] Rental car
- [ ] Other ground transportation
- [ ] This does not apply / I am not claiming transportation

Hotel Name

Number of Hotel Nights

Select the number of hotel nights required.

Lodging Cost per Hotel Night

For lodging paid out-of-pocket with personal funds: provide the estimated room rate only. Do NOT include eligible fees and taxes, and on-site parking charges, if applicable. **Note that receipt/hotel folio required for reimbursement**

For lodging booked through Sequel Travel or otherwise paid directly by NCAOC: list those expenses here but remember that you will not be claiming reimbursement.

Enter the estimated lodging amount per night:

#

Day 1 Travel

Date of Travel *

mm/dd/yyyy

Subsistence Category *

Choose the category that applies to this day of travel and the form will auto-calculate the dollar amount using the current out-of-state subsistence rates:

100% = for full days of overnight travel status

75% = for partial days of travel when in overnight travel status; the partial day is the day of departure or the day of return (departure and arrival times are not a factor)

Custom Amount = when a meal is provided at a Judicial Branch-sponsored event, or for eligible single travel days **Note, receipt required for reimbursement for meals claimed during single travel days**

Additional tips:

- Complete as many “days” as you need for your trip, up to ten (10) days on a single form.
- Select the correct subsistence amount for each day

Do You Need A Travel Advance? *

Employees who travel on official Judicial Branch business may be issued travel advances with prior approval by the Expense Approver in order that personal funds be minimally required. Please review the eligibility details in the [Judicial Branch Travel Policy](https://juno.nccourts.org/policies/judicial-branch/judicial-branch-travel-policy).

Advances should not exceed 75% of the estimated cost of the trip and may not be issued more than five (5) days prior to the date of departure via electronic payment to the employee. This form must be completed by the employee and submitted at least two weeks prior to the date the advance is needed.

The total cost of the trip must exceed $100.00 to qualify for an advance. No travel advances will be issued during the month of June.

Additional Notes

File Upload

Drop your files here

Browse

Submit

Additional tips:

- If you are a Judicial Branch employee and need to receive a Travel Advance you can select that option at the bottom of the form. There is no longer a requirement to complete a separate form for this option.
- Review the full Travel Advance policy details in the Judicial Branch Travel Policy on Juno: https://juno.nccourts.org/policies/judicial-branch/judicial-branch-travel-policy
- Travel Advances are available for permanent and time-limited employees, in either full or part-time positions.
- Contractors, interns, and temporary employees are not eligible for travel advances.

Per Diem Rates

Subsistence and Per Diem Reimbursement Rates		Travel On or After 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

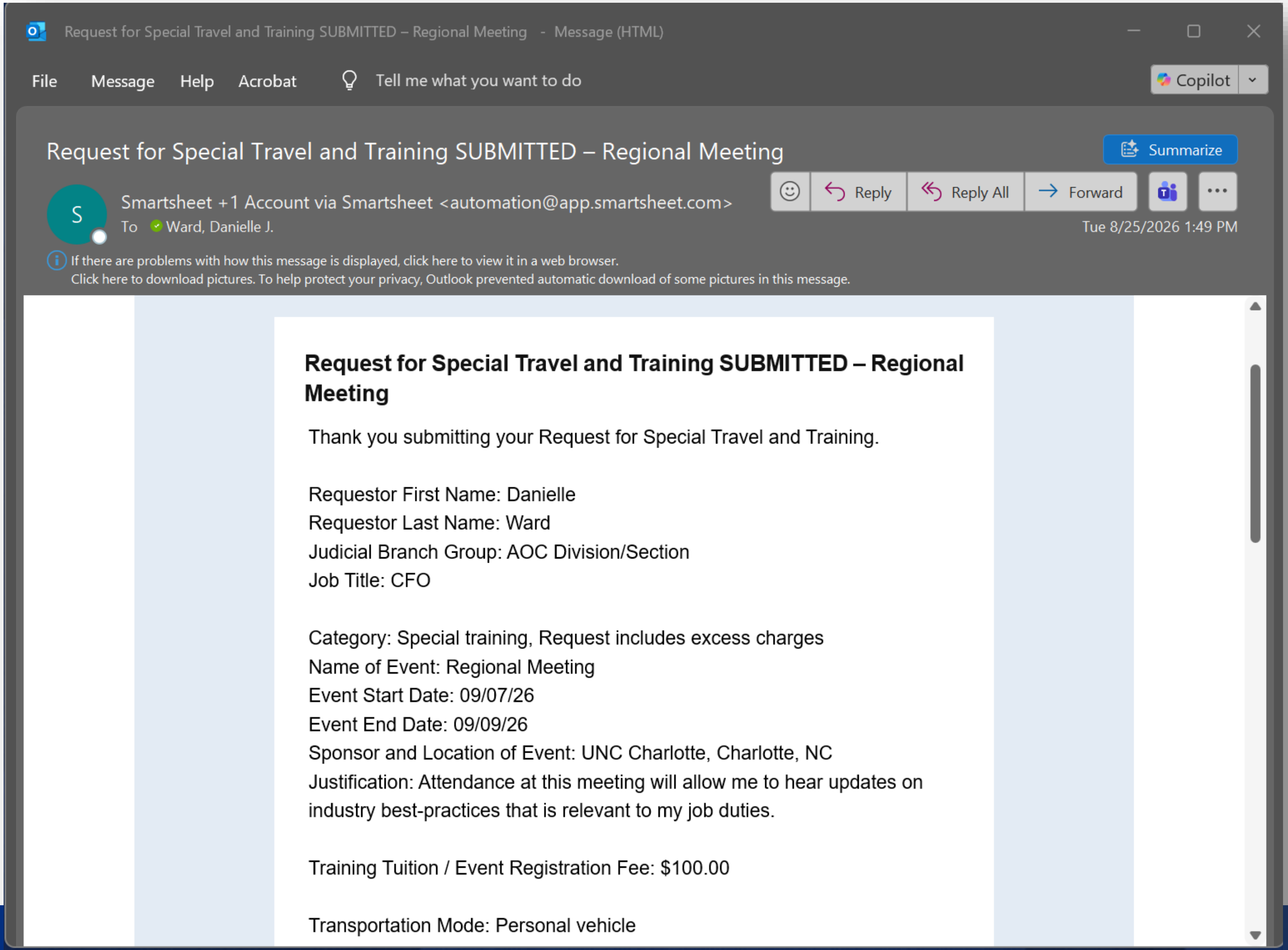
- The per diem rates are set by the Office of State Budget and Management and are applicable statewide (they do not vary by county/location)
- An itemized receipt showing the expense was paid is always required to be reimbursed for lodging, airfare, ground transportation (including Uber/taxi, rental cars and gasoline), and eligible miscellaneous expenses.
- Consult the *Judicial Branch Travel Policy* for specific information on allowable expenses and the approval process https://juno.nccourts.org/policies/judicial-branch/judicial-branch-travel-policy

Lodging Rates

- Overnight lodging is allowed up to the Federal GSA rate without prior approval.
- The chart shows the maximum nightly room rate before taxes and fees.
- Consult the *Judicial Branch Travel Policy* for specific information on allowable expenses and the approval process https://juno.nccourts.org/policies/judicial-branch/judicial-branch-travel-policy

Primary destination	County	2026 Oct	Nov	Dec	2027 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113
Asheville	Buncombe	$145	$145	$145	$125	$125	$125	$125	$125	$125	$125	$125	$125
Atlantic Beach / Morehead City	Carteret	$141	$123	$123	$123	$123	$123	$123	$178	$178	$178	$178	$141
Chapel Hill	Orange	$153	$153	$153	$153	$153	$153	$153	$153	$153	$153	$153	$153
Charlotte	Mecklenburg	$143	$143	$143	$143	$143	$143	$143	$143	$143	$143	$143	$143
Durham	Durham	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124	$124
Fayetteville	Cumberland	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129	$129
Greensboro	Guilford	$130	$116	$116	$116	$116	$116	$130	$130	$130	$130	$130	$130
Kill Devil Hills	Dare	$166	$120	$120	$120	$120	$120	$190	$190	$267	$267	$267	$166
Raleigh	Wake	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142	$142
Wilmington	New Hanover	$144	$113	$113	$113	$113	$145	$145	$145	$170	$170	$144	$144

1) Confirmation of Submission



Request for Special Travel and Training SUBMITTED – Regional Meeting - Message (HTML)

File Message Help Acrobat Tell me what you want to do Copilot

Request for Special Travel and Training SUBMITTED – Regional Meeting

Summarize

Reply Reply All Forward

Smartsheet +1 Account via Smartsheet <automation@app.smartsheet.com>

To Ward, Danielle J.

Tue 8/25/2026 1:49 PM

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Request for Special Travel and Training SUBMITTED – Regional Meeting

Thank you submitting your Request for Special Travel and Training.

Requestor First Name: Danielle
Requestor Last Name: Ward
Judicial Branch Group: AOC Division/Section
Job Title: CFO

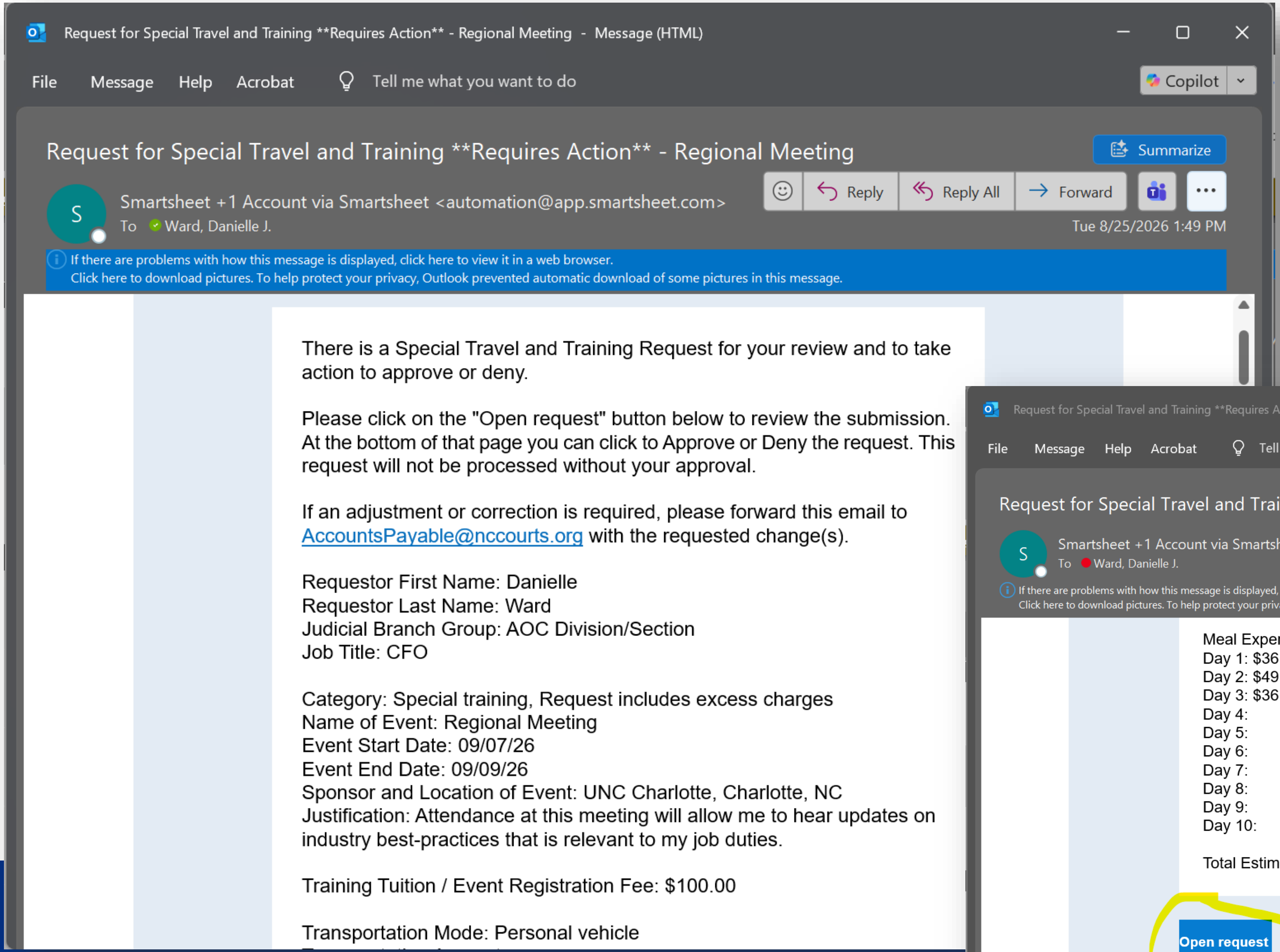
Category: Special training, Request includes excess charges
Name of Event: Regional Meeting
Event Start Date: 09/07/26
Event End Date: 09/09/26
Sponsor and Location of Event: UNC Charlotte, Charlotte, NC
Justification: Attendance at this meeting will allow me to hear updates on industry best-practices that is relevant to my job duties.

Training Tuition / Event Registration Fee: $100.00

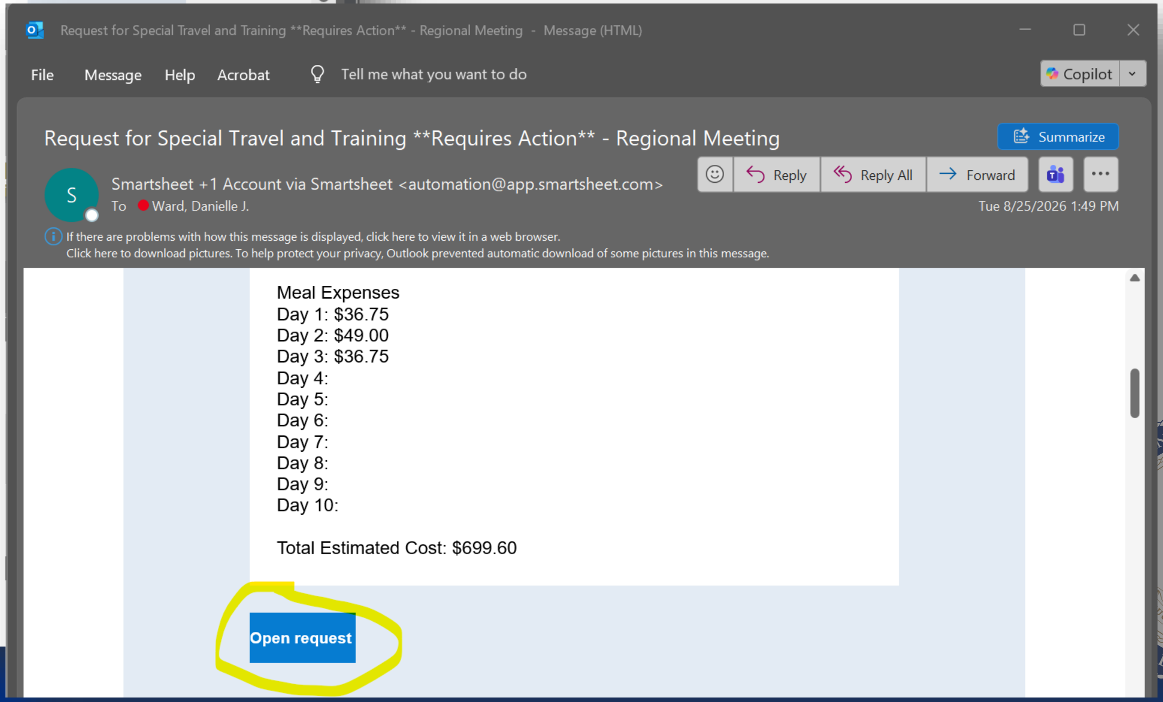
Transportation Mode: Personal vehicle

- After submitting the Smartsheet form, the requestor will receive a confirmation email with a summary of the request and further instructions
- If an adjustment or correction is required, the request should be forwarded to AccountsPayable@nccourts.org
- The supervisor will be asked to approve or deny the request. If approved, the request will then be reviewed by the Expense Approver (Fiscal Services)
- The requestor will receive a final email notification once the request is approved or denied by the Expense Approver

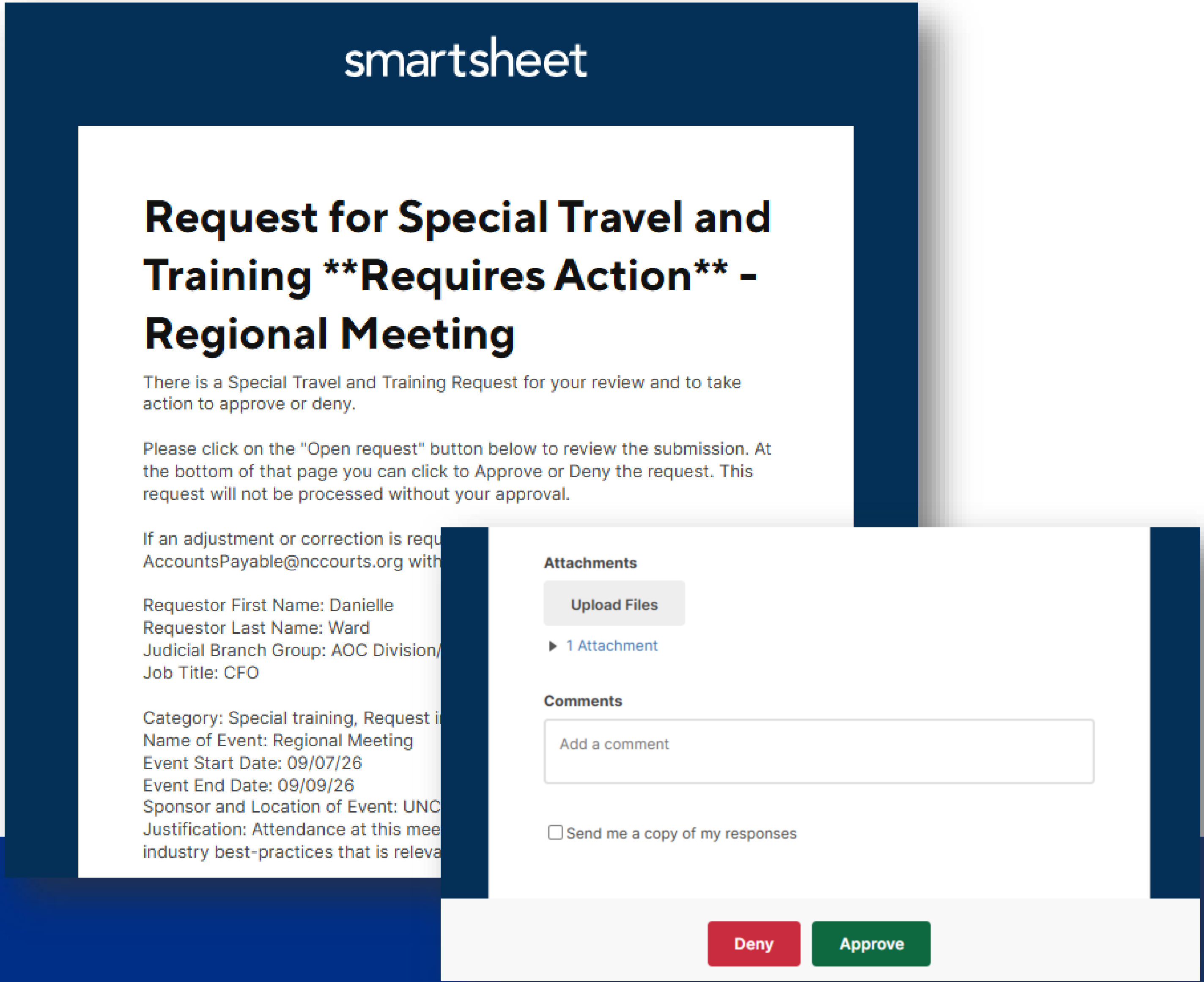
2) Supervisor Email **Requires Action**



- The supervisor will receive an email with instructions to review the details and take action (to approve or deny the request)
- Once the supervisor clicks the “Open request” button the full request will appear in a new webpage

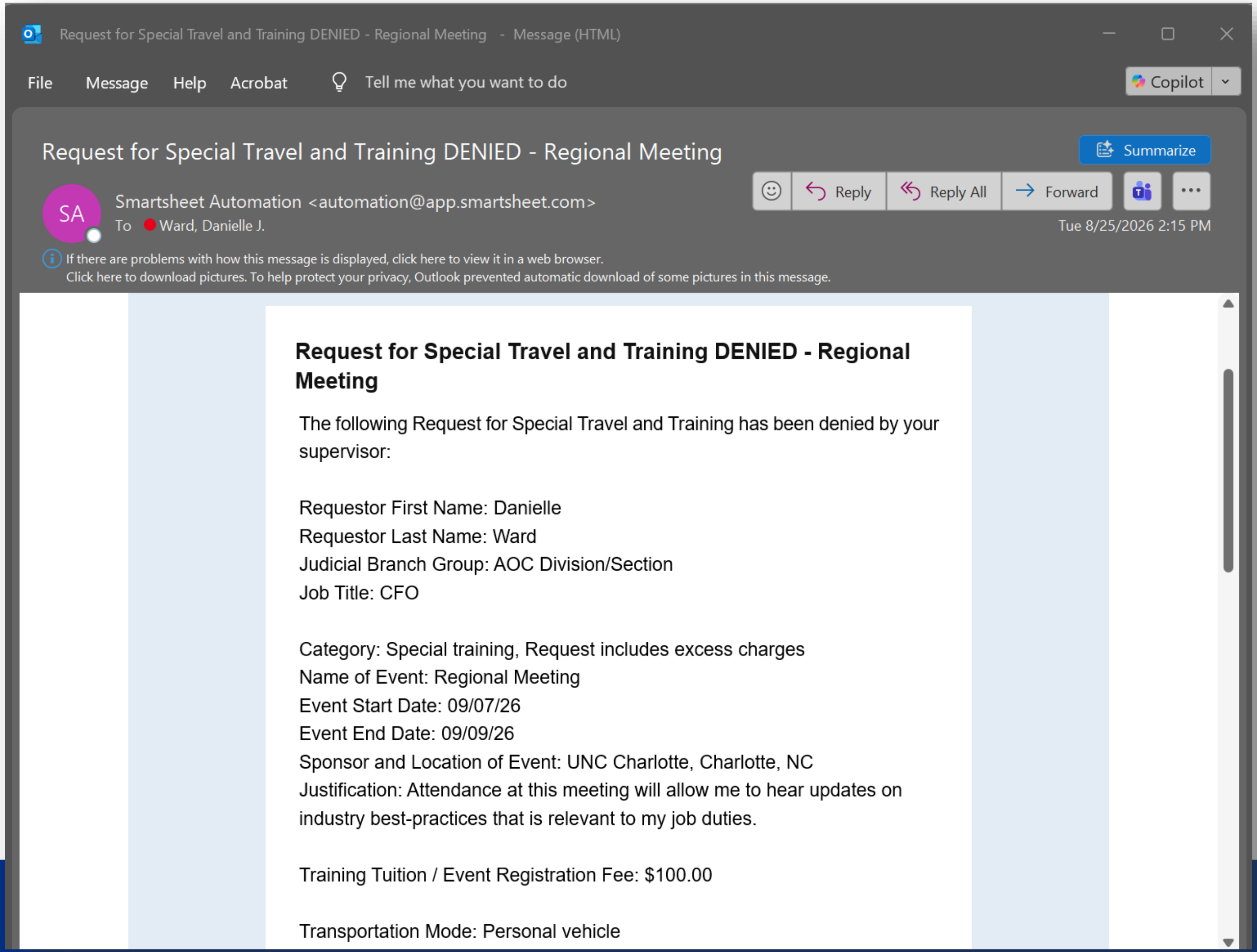


2) Supervisor Email, cont.



- The supervisor can scroll the webpage to view the full details, including accessing any attachments that were included in the submission
- At the bottom of the page are buttons to <u>approve</u> or <u>deny</u> the request
- If approved by the supervisor, the request will then route to the Judicial Branch’s Expense Approver (Fiscal Services) for final review
- If the trip is “grant funded” the Grant Approver will review and approve or deny the request after the supervisor approval.

3) If denied by Supervisor



Request for Special Travel and Training DENIED - Regional Meeting - Message (HTML)

File Message Help Acrobat Tell me what you want to do Copilot

Request for Special Travel and Training DENIED - Regional Meeting

Summarize

Reply Reply All Forward

SA Smartsheet Automation <automation@app.smartsheet.com>

To Ward, Danielle J.

Tue 8/25/2026 2:15 PM

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Request for Special Travel and Training DENIED - Regional Meeting

The following Request for Special Travel and Training has been denied by your supervisor:

Requestor First Name: Danielle
Requestor Last Name: Ward
Judicial Branch Group: AOC Division/Section
Job Title: CFO

Category: Special training, Request includes excess charges
Name of Event: Regional Meeting
Event Start Date: 09/07/26
Event End Date: 09/09/26
Sponsor and Location of Event: UNC Charlotte, Charlotte, NC
Justification: Attendance at this meeting will allow me to hear updates on industry best-practices that is relevant to my job duties.

Training Tuition / Event Registration Fee: $100.00

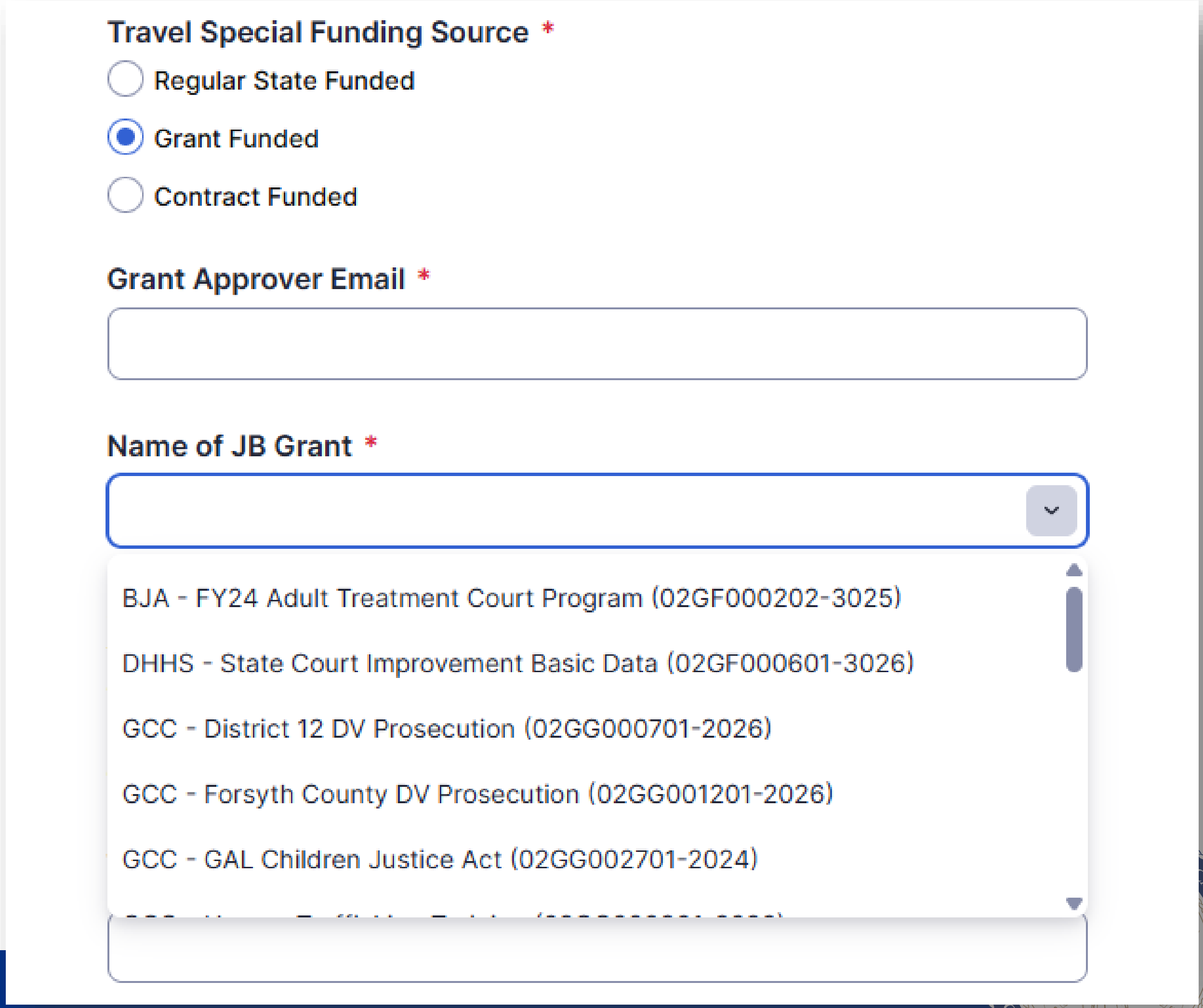
Transportation Mode: Personal vehicle

- If the supervisor denies the request, the requestor will receive an email letting them know of the decision
- The requestor should contact the supervisor directly for more information, if needed, instead of Accounts Payable/ Fiscal Services

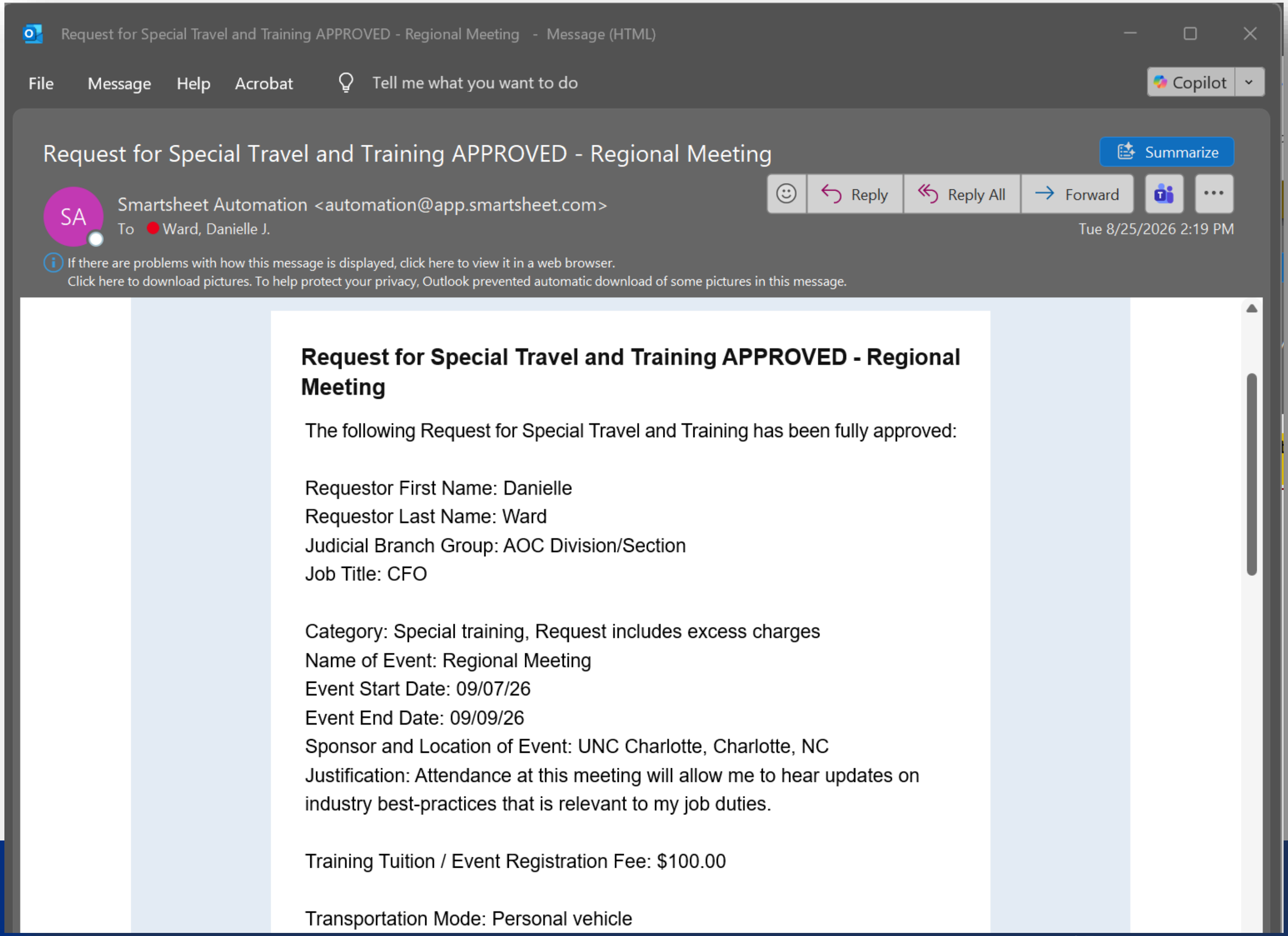
4) If Grant Funded

- If the trip is "grant funded" (selected from the Travel Special Funding Source question on the form) the Grant Approver will review and approve or deny the request after the supervisor approval.

- Once approved by the Grant Approver, it will route to the Judicial Branch's Expense Approver (Fiscal Services) for final review



5) If Fully Approved


Request for Special Travel and Training APPROVED - Regional Meeting - Message (HTML)

File Message Help Acrobat Tell me what you want to do Copilot

Request for Special Travel and Training APPROVED - Regional Meeting

Summarize

Smartsheet Automation <automation@app.smartsheet.com>

To Ward, Danielle J.

Reply Reply All Forward

Tue 8/25/2026 2:19 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Request for Special Travel and Training APPROVED - Regional Meeting

The following Request for Special Travel and Training has been fully approved:

Requestor First Name: Danielle
Requestor Last Name: Ward
Judicial Branch Group: AOC Division/Section
Job Title: CFO

Category: Special training, Request includes excess charges
Name of Event: Regional Meeting
Event Start Date: 09/07/26
Event End Date: 09/09/26
Sponsor and Location of Event: UNC Charlotte, Charlotte, NC
Justification: Attendance at this meeting will allow me to hear updates on industry best-practices that is relevant to my job duties.

Training Tuition / Event Registration Fee: $100.00

Transportation Mode: Personal vehicle

- If approved by the supervisor and the Expense Approver, the requestor will receive this final email notification.
- This is the “green light” to move forward with securing travel arrangements, paying registration fees, etc.
- If you requested a Travel Advance that will be paid to you in accordance with the *Judicial Branch Travel Policy*

Travel Reimbursement Process

- After the travel is completed, submit a request for reimbursement (this process has not changed)

- Bookmark this link for easy access: https://www.nccourts.gov/travel-reimbursement

Travel Reimbursement Request

Find in-state and out-of-state online forms for travel reimbursement and other expenses incurred in the discharge of official business.

Summary

- In-State Travel Online Form
- Out-of-State Travel Online Form
- Grant, Contract, and Non-Employee Travel Online Form

In-State Travel Reimbursement Request

Use this form to request reimbursement for official Judicial Branch travel occurring in-state (within North Carolina). A separate form is available for out-of-state and all grant-related travel. Travel relating to a Judicial Branch-sponsored event (educational conference, UNC School of Government training, etc.) should be submitted on a separate submission and should not be commingled with other types of travel.

Up to eighteen (18) days of travel can be included on a single in-state form; submit additional forms if necessary.

All requests must comply with the Judicial Branch Travel Policy, available on Juno. Attach applicable receipts and/or documentation of prior approval (AOC-A-182 Special Travel and Training form).

By entering your supervisor/reviewer's email address they will receive a copy of this submission and be able to review the details.

By submitting this form, you are, under penalties of perjury, certifying 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, you affirm that you complied with the policy criteria for such rates.

For assistance contact NCAOC Fiscal Services at AccountsPayable@nccourts.org.

Judicial Branch Group *

Select the name of the Traveler's Judicial Branch group

Select or enter value

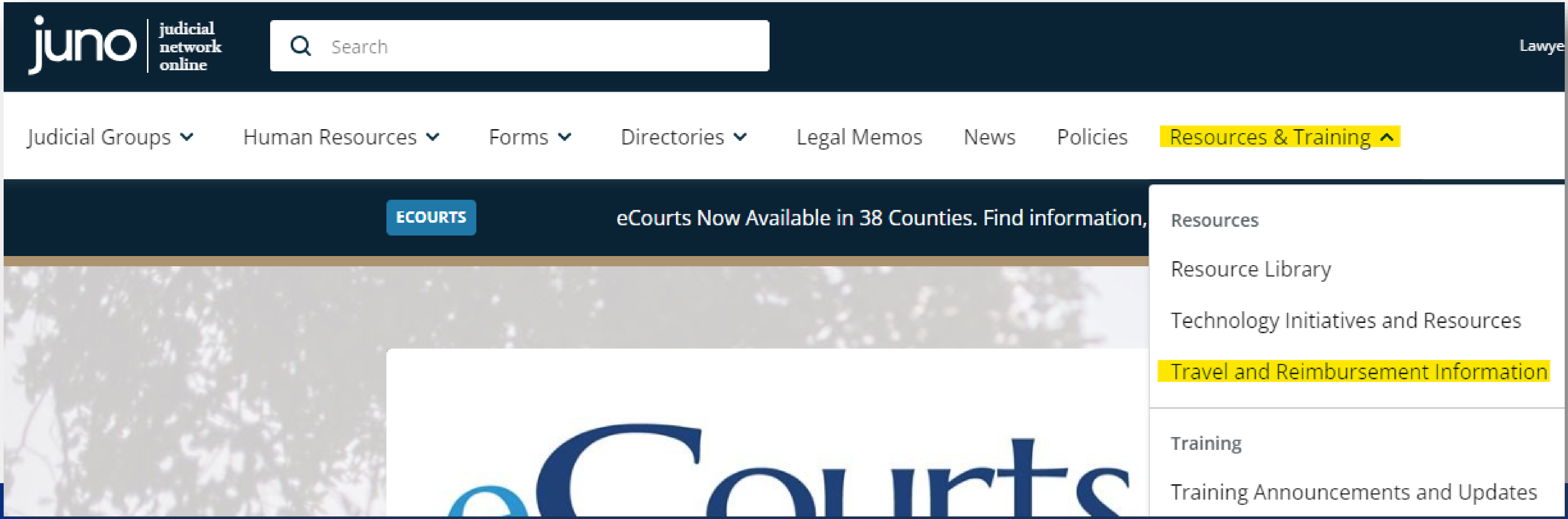
Name of Judicial Branch-Sponsored Event

Provide the event name if it was hosted or organized by the Judicial Branch

Additional Questions?

Contact us if you have additional questions or need assistance
AccountsPayable@nccourts.org

Visit the *Travel and Reimbursement Information* page on Juno (via the *Resources and Training* tab) for links to policies and forms



Resources on Juno

Visit this page on Juno for links to relevant policies…

Travel and Reimbursement Information

Summary

Learn how to book business travel and request reimbursement for travel and other routine expenses.

Policies

There are several Judicial Branch policies that provide information on allowable expenses and the required processes and forms that must be utilized to request reimbursement. All policies and forms are available on Juno.

- **Employees and Judicial Officials** are covered by the Judicial Branch Travel Policy, which describes allowable expenses for lodging, meals, transportation, and the travel approval process for any employee whose position is paid in whole or in part by state, federal, local, or grant funds.
- **Members of Boards, Commissions, Committees and Councils** and other non-employees who are not serving in a case-related capacity are covered by the Judicial Branch Travel Policy.
- **Fact witnesses and victims** are covered by the Fact Witness Attendance Policy.
- **Expert witness** fee and travel policies can be found in the Expert Witness Fee Policy.
- **Subsistence, per diem, lodging, and mileage rates** can be found in Appendix B of the Judicial Branch Travel Policy.

Related Links

Judicial Branch Travel Policy

Reimbursement Policy for Routine Expenses

Travel Reimbursement Request Form (AOC-A-25)

Request for Special Travel and Training (AOC-A-182)

Job Aid: Travel Approval Process Flow

Subject

Finance

Travel

Resources on Juno

… as well as forms and additional resources.

Forms

The frequently used forms for travel and other reimbursement requests are listed below and are available on Juno. All forms should be submitted via email as PDF documents for prompt processing.

- Travel Reimbursement Request (AOC-A-25) should be submitted to AccountsPayable@nccourts.org within 30 days after the travel is completed.
- Request for Special Travel and Training (AOC-A-182) is used for prior approval of certain i
- Employment Payment Verification Form (AOC-A-224) allows employees to sign up for dire payments (this is a different system than the payroll direct deposit).
- Reimbursement of Authorized Petty/Emergency Purchases (AOC-A-7) should be used for expenses and other routine non-travel related reimbursements.
- Prior Approval and Reimbursement for Working Lunches and Breaks (AOC-A-214) is requ working lunches and refreshments/break service for meetings and events.
- Reimbursement of Travel and Other Expenses Incurred by Non-Employees (AOC-A-267) attending Judicial Branch-sponsored events or engaging in Judicial Branch business.
- Employee Travel Advance Request (AOC-A-212) for employees who travel on official Judici personal funds be minimally required.
- In-State and Out-of-State Witness Attendance Form (AOC-CR-235) is used to certify servic witnesses.
- Witness Attendance – Certification of Identity, Side Two (AOC-CR-382) is used to provide order for AOC to process payment.

Resources

Federal GSA Per Diem Rates

Actual lodging in excess of standard state lodging rates is eligible for reimbursement up to the federal GSA lodging rates by city/county in effect at the time of travel, when the standard state lodging rate is not attainable or when there is a personal safety concern. This applies to in-state and out of-state travel.

Maupin Travel: The Judicial Branch's Travel Agent

The Judicial Branch contracts with Maupin Travel to provide travel reservations and arrangements for employees, certain victims, fact witnesses, and contract interpreters. Airline reservations and hotel/lodging arranged though Maupin may be paid directly by NCAOC, in order that personal funds be minimally required. Maupin Travel can be accessed via an online portal or with assistance from a live agent over the phone.

Job Aid: Travel Approval Process Flow

Consult this flow chart to determine the steps required to obtain prior approval for your specific type of travel or training / event.

Thank You

Fiscal Services Division

Accounts Payable Team

AccountsPayable@nccourts.org