

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # FM 3
Title: Out-of-Country Expenses		
Effective Date:	July 2, 2001	Administering Authority: Chief Fiscal Officer
Revisions:	October 25, 2011	
Statutory Authority (if Applicable): State budget Manual, Section 5.1.38		

Purpose: To provide specific guidelines concerning out-of-country travel reimbursement expenses

Scope: This policy applies to all agencies organized under the Department of Commerce, except ESC.

Policy:

It is extremely important the following procedures for out-of-country travel be followed so that travel reimbursement requests can be processed in an expedient manner and hopefully eliminate as many questionable situations as possible.

- * Travel outside of your duty station country must be approved in advance by the Secretary's Office. A BDA should be inclusive of all charges to be incurred with the associated expenses.

- * Reimbursement for the actual cost of Passport or Visa fees requires a receipt.
 - Travel to/from airport at employee's duty station: ("Duty station" is defined as the location where the employee is assigned).
 - Taxi or Airport Shuttle – Actual costs with detailed receipts
 - Private car – the business standard mileage rate set by the **IRS or Motor Fleet, (refer to page six of Travel Reimbursement Requests-FM 1)** for a maximum of two round trips with no parking charge, or for one round trip with parking charges (detailed receipts required);

- * Each individual is responsible for payment of his/her own meals and should not pay meal costs and other expenses incurred by other employees except when accompanied by a client/prospect and is considered a "Meal to Prospect".

- * **ATM Fees- Receipts in the amount of the withdrawal are required for reimbursement of ATM fees.**
- * Obtain and submit detailed receipts for each daily currency conversion showing the actual exchange rate and any fees charged.
- * Please try to use US dollars for currency exchange rather than exchanging one foreign currency to another. Excess currency can either be used on another trip (by you or another staff member) or converted back to US dollars. Travelers may have more than one currency exchange receipt. Each currency exchange receipt that travelers receive is used in auditing reimbursement requests.
- * Copies of credit card statements and the supporting detailed receipts are to be submitted with the reimbursement request to document rates and charges
- * **There will not be any travel advances issued for travel occurring in the month of June, due to fiscal year end.**
- * Itineraries (from travel agent) and tickets for airline/train/etc. should be included with the reimbursement request;
- * Actual taxi and shuttle fares will be reimbursed when required for travel on official state business and supported by detailed receipts. Fees in excess of \$20 require that the destination be listed.
- * Meals exceeding the normal state allowances (shown below) must be receipted:

Breakfast	\$ 8.00
Lunch	10.45
Dinner	20.30
- * Room service is allowable as long as the cost is within the established allowances.
- * In countries where the water is not safe for consumption, bottled water is allowable with receipts.
- * Coffee/tea/drinks are not reimbursable unless meeting with clients - not for staff meetings, briefings, or other non-client related activities.
- * Restaurant charges not chargeable as client expenses (MTP/PE) should be reduced by the costs of alcoholic beverages and supported by detailed receipts.

- * Telephone calls over the allowable \$5.00 must indicate destination and phone number called. Allowable calls home would be of an emergency nature, calls to notify safe arrival/change in plans, or one call per week (not to exceed 10 minutes or \$20) when on extended trips. Anything else would be considered of a personal nature.

- * Laundry is reimbursable on stays longer than one week and **must** be supported by a receipt.

- * Rental vehicles may be used when approved in advance (via BDA, **or memorandum**) by the Department Head or his or her designee and substantiated by **receipt** (Enterprise Rent A Car, or the most economical rental vehicle service available). **A BDA should be inclusive of all charges to be incurred with the associated expenses. Optional insurance coverage is not reimbursable for travel in the US, Canada and Puerto Rico. However, reimbursement of Optional Insurance will be permitted for state business travelers with international travel destinations.**

If there are any questions regarding any of these procedures or anything related to out-of-country travel, contact your Division Fiscal Representative, or Fiscal Management at (919) 733-5940.