

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # FM 4
Title: Board/Council Member Compensation		
Effective Date:	July 2, 2001	Administering Authority: Chief Fiscal Officer
Revisions:	July 1, 2009	
Statutory Authority (if Applicable): G.S. 138-6(5) State Budget Manual 5.3 G.S. 120-3(1)		

Purpose: To provide specific guidelines concerning reimbursements expenses for Board/Council members via Office of State Budget and Management.

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

Policy:

TRANSPORTATION

- * In accordance with G.S. 138-6, actual round trip mileage reimbursable at 25¢ per mile as calculated from home to meeting facility; if actual mileage is not submitted, map mileage will be used.
- * State employees serving as Board Members will be reimbursed at the **IRS rate or Motor Fleet rate (refer to page six of Travel Reimbursement Requests-FM1)** for actual round trip mileage as calculated from home or assigned duty station, whichever is less, to the meeting facility; if actual mileage is not submitted, map mileage will be used.
- * Parking receipts are required.
- * Airline tickets/rental car receipts must be submitted with reimbursement request.

PER DIEM

- * \$15.00 for each day of official board business (unless otherwise specified in statutes).

SUBSISTENCE

- * No overnight stay involved - straight **\$35.15** per day.
- * When overnight stay is required there is an allowance of **\$101.05 daily (\$35.15 meals + \$65.90 lodging)** - hotel/motel receipt must be furnished.

- * If excess for hotel cost has been approved prior to meeting, reimbursement would be for Actual Hotel + **\$35.15**. Please refer to FM 10 Section 3.
- * For meals which are provided or paid for directly by the State, the allowance for that same meal should be deducted from the **\$35.15** daily meal allowance (Breakfast - **\$7.75**; Lunch- **\$10.10**; Dinner - **\$17.30**).

GENERAL ASSEMBLY MEMBERS

- * Actual Mileage at current IRS business rate and subsistence at \$104 per day. If General Assembly Members are in session, mileage only can be claimed.

MISCELLANEOUS EXPENSES

- * Incidental expenses (i.e. parking, airline tickets, rental vehicles, etc.) must be supported with actual receipt.
- * Break refreshments can be supplied for official board meetings at a maximum of **\$4.50** per attending board member and required staff member per day. Prior approval from the Secretary's Office must be obtained. Please provide a list of board members and required staff members attending and the agenda. The Division Director may issue a blanket memo for the current fiscal year.