

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # FM 10</b>
<b>Title: Delegation of Prior Approval Authority for Travel Expenses</b>		
<b>Effective Date:</b>	March 13, 2001	<b>Administering Authority:</b> Chief Fiscal Officer
<b>Revisions:</b>	October 25, 2011	
<b>Statutory Authority (if Applicable):</b> State Budget Manual, Section 5		

**Purpose:** To outline the approval authority delegated by the Secretary for travel expenses requiring prior approval using a Budget Division Authorization (BDA) form.

**Scope:** This policy applies to all Divisions organized under Department of Commerce.

**Policy:**

The North Carolina Budget Manual requires that certain travel expenses be **approved in advance** by the Department head or his designee, using the Budget Division Authorization (BDA) form. A BDA should be inclusive of all charges to be incurred with the associated expenses. The Secretary delegates this approval authority in the following manner to the following individuals:

- 1) Approval authority is delegated to Assistant Secretaries, Division Directors, Board Chairs, Executive Directors, and Commission Administrators for themselves and their employees for the following:
  - a) Use of personal vehicle for state business
  - b) Single day out-of-state travel (no overnight stay involved)
  - c) Excess in-state hotel up to \$50 (plus applicable taxes and surcharges) over state rate
  - d) **Actual convention/workshop registration fees up to \$100.**
  - e) Rental Vehicle via state contract with Enterprise Rent A Car for in-state only when no state vehicle is available from Motor Fleet Management or the Commerce main office and regional offices. (Refer to FM-1, pages 5-7)
  
- 2) Approval authority is delegated to the Director of Internal Operations for the following:
  - a) Out-of-country travel
  - b) All travel by a commercial airline
  - c) **Actual convention/workshop registration fees in excess of \$100.**
  - d) Out-of-state travel involving an overnight stay
  - e) In-state excess hotel of more than \$50 over state rate (plus applicable taxes and surcharges)
  - f) Reimbursement of non-employees
  - g) Reimbursement for rental car for in-state personal convenience, out-of-state, and out-of-country (Refer to FM-1, pages 5-7)

- 2)
  - h) Moving expenses, including associated travel
  - i) Cost associated with workshops, conferences, meetings hosted or sponsored in whole or in part by the Department.
  - j) Participation in trade shows.
  - k) Membership in Organizations
- 3) Blanket authorization is granted to members of Department of Commerce-affiliated boards and commissions for actual cost of in-state lodging when accompanied by a receipt.
- 4) Blanket authorization is granted to employees in the Divisions of Business and Industry, Marketing and Client Services, International Trade, Tourism, Film and Sports Development for the actual cost of meals and in-state lodging when accompanying a client and documented by a receipt.
- 5) Blanket authorization is given to Assistant Secretaries for only their own travel expenses incurred in conducting official state business.