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| <b>NORTH CAROLINA<br/>DEPARTMENT OF COMMERCE</b>  |              | <b>POLICY # FM 4</b>                                    |
| <b>Title:</b> Board/Council Member Compensation   |              |   |
| <b>Effective Date:</b>  | July 2, 2001 | <b>Administering Authority:</b><br>Chief Fiscal Officer |
| <b>Revisions:</b>   | Nov 30, 2011 |   |
| <b>Statutory Authority (if Applicable):</b> G.S. 138-6(5) <b>State Budget Manual 5.3</b><br>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.

**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 \$36.35 per day.
- \* When overnight stay is required there is an allowance of \$100.25 daily (\$36.35 meals + \$63.90 lodging) - hotel/motel receipt must be furnished.

- \* If excess for hotel cost has been approved prior to meeting, reimbursement would be for Actual Hotel + \$36.35. 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 \$36.35 daily meal allowance (Breakfast - \$8.00; Lunch- \$10.45; Dinner - \$17.90).

#### 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.