

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>		<b>POLICY # FM 1</b>
<b>Title:</b> Travel Expense Policy		
<b>Effective Date:</b>	July 1, 2001	<b>Administering Authority:</b> Chief Fiscal Officer
<b>Revisions:</b>	<b>January 1, 2010</b>	
<b>Statutory Authority (if Applicable):</b> State Budget Manual Section 5		

**Purpose:** To provide specific guidelines concerning travel reimbursement expenses.

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

**Policy:**

FISCAL MANAGEMENT GUIDELINES

Following are some of the more common guidelines relative to expenditures which are reimbursable on Travel Reimbursement Requests. This should not be considered as being "all inclusive"; if you are confronted with a questionable expenditure please contact your supervisor and/or the Fiscal Management Division for clarification prior to commitment.

TRAVEL REIMBURSEMENT REQUESTS

- "An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified **or for the convenience or personal preference of the employee** in the performance of official business are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience."
- Each employee is responsible for his/her own request for reimbursement. Each employee is responsible for his/her own meals, registration costs and all other travel expenses incurred and should not pay any expenses for other employees.
- These policies are intended to apply only to those state employees or other persons on official state business. Official state business occurs when the state employee or other person is traveling to attend approved job related training and/or work on behalf of, officially represent, or provide a state service upon the state's request. Travel that would not directly benefit the state will not be reimbursable.
- All approved reimbursement requests (typed only) must be filed in the Fiscal Management Division (FMD) within 30 days after the travel period ends. (Example: **March 4th thru 8th travels is due in the FMD no later than April 8th**). A delinquent letter will be issued to the employee and placed in his/her personnel file.

The only exceptions that will be granted are:

- Personal Sickness (out of the office for several weeks)
- Death in immediate family
- International Travel -- if employee uses his/her credit card. Credit card statements are used for the conversions rates

The Travel Reimbursement Request form may be found at the web address <http://www.nccommerce.com/intranet/forms>.

Please attach a short memo indicating if your travel reimbursement is delinquent due to one of the three exceptions listed above. The employee must sign the memo.

- All reimbursement requests must have original signature of claimant and appropriate approving authority. All original receipts must be attached.
- All reimbursements must include the reason / purpose of the trip in the purpose field.
- All reimbursement requests must have approved budget authorization (BDA) attached to cover all out-of-state travel (even if the hotel is Gratis), registration fees in excess of \$49 or excess in-state hotel allowances. A BDA should be inclusive of all charges to be incurred with the associated expenses. This must be approved in advance. Trip costs are estimates, but details such as dates, destinations, names of travelers and registration fees must be accurate. Please refer to FM 10 for approval authority delegation via division directors (and designees) and Secretary's Office.
- **Any BDA's requiring revisions should be reapproved by the approving Supervisor/Director of the agency/division, however, if the revision is in excess of \$500 it will need to be reapproved by the Assistant Secretary of Administration or her Designee.**
- Reimbursement for overnight lodging (prior approval by department head or his or her designee required to qualify for reimbursement of overnight stays) must be substantiated by an itemized receipt from a commercial lodging establishment; **copies of charge receipts only are not acceptable.**
- Travel must involve a destination at least 35 miles from the employee's assigned duty station (or home, whichever is less) to allow for an overnight stay or to claim breakfast and/or dinner without an overnight stay. Regulations for departure and arrival times must be followed.
- "Duty station" is defined as the location where the employee is assigned. Department head approval is required to designate the employee's home as the duty station.
- Maximum allowed subsistence rates effective July 01, 2007

	<u>In-State</u>	<u>Out-of-State</u>
<b>Breakfast</b>	<b>\$ 7.75</b>	<b>\$7.75</b>
<b>Lunch</b>	<b>10.10</b>	<b>10.10</b>
<b>Dinner</b>	<b>17.30</b>	<b>19.65</b>

<b>Hotel</b>	<b>65.90</b>	<b>78.05</b>
<b>DAILY TOTAL</b>	<b>\$101.05</b>	<b>\$115.55</b>

- A payment of sales tax, lodging tax, local tax or service fees applied to the cost of lodging is allowed in addition to the lodging rate (\$65.90 & \$78.05) and is to be paid as lodging expense.
- Express Hotel Invoices---The fiscal representative from each division must call for a detailed hotel invoice. Express hotel invoices are not acceptable. These invoices do not provide detailed expenses for each day.
- Web Based Internet Hotel Reservations-Exception has been granted from OSBM for employees to use the hotel email receipt when using a web based Internet site to book hotel reservations. The hotel email confirmation and travel reimbursement must include the following:

**Hotel Email Receipts should contain:**

**length of the stay**  
**nightly rate and total if it is for multiple nights**  
**name of the hotel**  
**employee's name while on state business**

**Travel Reimbursement Form should contain:**

The authorized approver's signature on the travel reimbursement form (denoting they were authorized to take the trip) with the hotel e-mail receipt, the approved BDA if applicable according to Fiscal Management Guidelines, and all other proper receipts/documentation relating to the trip.

- Excess for meals is not allowable unless the meal is included in a registration fee, out-of-country travel or predetermined charges which are specifically stated in a program, brochure and etc. (copy must be furnished) and prior approval by BDA has been received. A BDA should be inclusive of all charges to be incurred with the associated expenses. The cost of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests.
- If requested, each employee may be reimbursed for breakfast even if their hotel offers a free continental breakfast.
- No lunches reimbursed unless an overnight stay is involved with the exception of official board/commission meetings where attendance is required and the meal is a preplanned part of the formal agenda. Refer to FM-2 and FM-10, Section 4 regarding meals to prospect and prospect expenses.

To claim breakfast when no overnight stay is involved, departure must be **before 6:00 am** and **the workday has been extended** by 2 hours. Travel claims must include departure time as well as the time the workday ended.

- To claim dinner when no overnight stay is involved, the return must be after 8:00 pm and **the workday has been extended by 3 hours**.
- Travel claims must include the arrival time as well as the time the workday began.
- Meals for **overnight** travel may be claimed under the following circumstance:  
Breakfast when departing duty station prior to 6:00 am;  
Lunch when departing duty station prior to Noon;  
Lunch when returning to duty station after 2:00 pm;  
Dinner when departing duty station prior to 5:00 pm;  
Dinner when returning to duty station after 8:00 pm;
- **Actual times of departure and return must be indicated on the reimbursement request when meals are claimed.**
- Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.
- Tips for meals are included as part of the meal allowance.
- Registration fees for conferences, training classes, seminars or other non-accredited classes will be reimbursed for the actual amount. Individuals are responsible for paying all registration fees for \$49 or less. (Exceptions will be granted to employees attending in groups of two or more. Each employee must complete an Advance Registration Form and one check will be issued to the vendor). Agendas and receipts must be attached with the reimbursement request when the employee pays the advance registration of \$49 or less. Advance Registration Request forms must be completed for any advance registration payment made by Fiscal Management. The invoice, the BDA (if required), and the agenda must be attached to the Advance Registration Request. A BDA should be inclusive of all charges to be incurred associated with the trip.
- Registration fees for educational assistance associated with courses taken for academic credit: refer to HR 8 and 9.
- Employees are not allowed to charge long distance phone calls to the state for calls made of a personal nature. Except as stated --- **(1)** An employee who is in travel status for two or more consecutive nights in a week is allowed one personal long distance telephone call for each two nights for which reimbursement to the employee may not exceed \$3 for in-state calls or \$5 for out-of-state calls. Documentation is required for reimbursement (itemized daily charges on the hotel bill will serve as documentation for the call or phone service invoice). **(2)** Call(s) is/are of an emergency nature will be determined by the department. An example is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.
- All long distance calls that are to be paid by the state are those made pursuant to the employee conducting official state business. Reimbursement may be requested for

business calls under "other expenses" on the travel reimbursement form. **Calls over \$5.00 must be identified with destination and number called.**

- Use of personal vehicle for state business is reimbursable when the trip is approved by agency heads/division directors. All mileage is measured from the closer of duty station or point of departure and (return). An employee will be reimbursed the IRS rate of **50 cents** when using their personal vehicle for state business when the round trip does not exceed 100 miles. The employee must claim the actual mileage for the trip. The employee **will not** be required to submit an "EMPLOYEE REQUEST FOR PERMISSION TO USE PRIVATE-OWNED VEHICLE" (revised January 1, 2007) form when travel only involves the round trip of 100 miles or less for the actual mileage.
- The mileage rate of **.33 cents** (Motor Fleet rate) will be reimbursed to all Commerce divisions when a state-owned vehicle is available, and the employee **chooses** to use his/her own vehicle (**outside the 100 miles radius**). For Commerce divisions **outside** of Raleigh, **.33 cents** will be reimbursed if a state-owned vehicle is assigned and available to that office and the employee chooses to use his/her own vehicle (**outside the 100 miles radius**). If no state-owned vehicle is assigned, the mileage rate of **50 cents (Internal Revenue Service standard mileage rate)** will be reimbursed.
- If an employee (Duty Station in Raleigh Area) chooses to use his/her personal vehicle because no state-owned vehicle is available, the employee must complete the form EMPLOYEE REQUEST FOR PERMISSION TO USE PRIVATE-OWNED VEHICLE in order to receive the IRS mileage rate of **50 cents (outside the 100 miles radius)**. By signing this form, the employee will be certifying under penalties of perjury that he/she contacted Motor Fleet to obtain a state vehicle as required by OSBM and one was not available. This form is located on the Commerce Intranet website under FORMS. The employee **does not need** to attach the REQUEST FOR MOTOR POOL VEHICLE form from MFM to the travel reimbursement form.
- For Commerce divisions **outside** of Raleigh (Duty Station Outside the Raleigh Area) with a state-owned vehicle assigned to that office and the state-owned vehicle is not available (and no access to Motor Fleet), the employee must complete the form EMPLOYEE REQUEST FOR PERMISSION TO USE PRIVATE-OWNED VEHICLE. This form must only be completed if the employee is claiming **50 cents (outside the 100 miles radius)**. This form is located on the Commerce Intranet website under FORMS. The employee **does not need** to attach the REQUEST FOR MOTOR POOL VEHICLE form from MFM to the travel reimbursement form.
- Mileage rate for travel to and from the airport is reimbursable at the IRS rate of **50 cents** for all Commerce Divisions. Mileage is measured from the **closer** of the duty station or home. The employee **will not** be required to submit an "EMPLOYEE REQUEST FOR PERMISSION TO USE PRIVATE-OWNED VEHICLE" form when travel only involves mileage reimbursement to and from the airport.

#### **Travel to/from Airport at Employee's Duty Station**

- Reimbursement for travel between the employee's duty station or home (whichever is

less) and the nearest airline terminal (or train/bus station if applicable) and for parking may be made under the following circumstances.

For travel by:

- Taxi or Airport Shuttle - Actual costs with receipts.
- Private car - the business standard mileage rate set by the Internal Revenue Services for a maximum of two round trips with no parking charge, or for one round trip with parking charges. Receipts are required for airport parking claims.
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

Fees in **excess** of \$20 require that the destination be listed.

- **Travel to/from Airport at Employee's Destination**

Reimbursement for travel to and from the airline terminal (or train/bus station if applicable) at the employee's destination may be made where travel is via most economical mode available as listed below:

- Taxi or Airport Shuttle service – Actual costs with receipts.
- Rental vehicles - may be used with the prior approval of the department head or his or her designee; however, rental vehicles may not be used for the sole convenience of the employee (receipt required). Please refer to Rental Vehicle section as indicated in this Fiscal Management Guideline.
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed \$5 without receipts for each one-way trip from the airport to hotel/meeting or from the hotel/meeting to the airport. Reimbursement will be made for the actual cost of the travel with the submission of receipts.

Fees in **excess** of \$20 require that the destination be listed.

- **Parking**

Parking expenses are reimbursable while in the course of conducting official State business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the State as low as possible. **Original receipts must be furnished.** Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. For example, excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip.

- **Travel Involving Trips Other than to and from the Airport**

The actual costs of taxi and shuttle service fares are reimbursable when required for travel on official state business. The request must be documented with a receipt. The

use of public transportation is reimbursable for actual costs with a receipt. Fees in **excess** of \$20 require that the destination be listed.

- If the employee is in travel status as documented by an approved BDA and it is necessary to use an ATM, minimal fees will be reimbursed. Receipts will still be required to account for the expenditure of cash withdrawn from the ATM.
- The cost of road maps is not reimbursable. Proper trip organization should precede all travel. Travel routes should be preplanned using either free on-line map services, such as Map Quest, Yahoo Maps, etc. or conventional state road maps. State maps are available at our own Division of Tourism and are included in all state vehicles.
- Items for personal use such as cosmetics, medications, snacks, clothing, alcoholic beverages, refreshments or other items for personal preference or convenience are not reimbursable.
- Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. Gratuity or tips should be listed under "other expenses" on the reimbursement request form. For further guidance, the following information is provided when calculating a tip:
  - **Airports:** Baggage Handling/Skycaps = no more than \$2 per bag; Shuttle Drivers = no more than \$2 per bag.
  - **Parking/Auto Related:** Valets = \$2 per car when collecting the car; Taxi Drivers = 15% of the fare and \$1 - \$2 a bag.
  - **Hotel Related:** \$1 - \$2 a bag.

If an employee claims tips not listed as referenced above, justification must be attached and approved by the authorized approver of travel reimbursements and the employee.

Tips for maid services will not be reimbursable.

- Laundry costs are not reimbursable except for out-of-country travel for stays of one week or longer.
- Tuxedo rental is a personal expense of the employee. Commerce cannot reimburse for tuxedo rental.

### EXTRAORDINARY EXPENSES

- Original receipts must be furnished for expenses such as postage, film developing/purchase, freight, copies, etc.

## RENTAL VEHICLES

Rental vehicles may be used via the state contract with Enterprise Rent A Car (Enterprise). Enterprise will direct bill each Commerce Division for in-state travel. Each division will have an assigned customer number provided by Enterprise (obtained by Division Fiscal Representative) plus the Commerce customer number 53E5000. The employee must provide the two customer numbers in order to rent a vehicle from Enterprise for direct billing. Optional insurance coverage is not reimbursable for travel inside US jurisdiction.

- In-State (Duty Station in Raleigh Area)-- The employee utilizing Enterprise services in the **Raleigh area must provide the Request for Motor Pool Vehicle form from Motor Fleet Management (MFM) to the Division Director indicating” no state vehicle was available”**. No BDA will be required if the Fiscal Representative attaches the request form from MFM and Division Director (or his/her designee) approves the Cash Disbursement Code Sheet with the Enterprise invoice attached in accordance with the state contract on file for rental vehicles with Enterprise. If the employee will be using a rental car for personal convenience, a BDA must be approved by the Secretary’s Office.
  
- In-State (Duty Station outside the Raleigh Area)—Employees having no access to MFM and/or the state car assigned to the regional office is not available, the employee may utilize a rental vehicle by Enterprise. No BDA will be required if the Fiscal Representative attaches a signed statement from the employee indicating “no access to MFM and/or the state vehicle assigned to regional office was not available” and Division Director (or his/her designee) approves the Cash Disbursement Code Sheet with the Enterprise invoice attached in accordance with the state contract on file for rental vehicles with Enterprise. If the employee will be using a rental car for personal convenience, a BDA must be approved by the Secretary’s Office.
  
- Outside of North Carolina-- Rental vehicles may be used when approved in advance (via BDA or memorandum) by the Secretary 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 inside US jurisdiction. Optional automobile rental insurance will be permitted for business travelers during travel to international destinations (refer to FM3 for policy guidelines on international business travel).
  
- **Enterprise will direct bill for in-state rental vehicles only.** The employee will be reimbursed when utilizing rental vehicles when traveling out-of-state and out-of-country with a receipt and approved BDA or memorandum.

Invoices from Enterprise will include **8%** highway use tax, **3%** gross receipt tax, and **5%** triangle transit tax. The fiscal representative must separate the rental fee and all taxes appropriately on the Cash Disbursement Code Sheet.

▪ **Enterprise Rates and Guidelines**

Please refer to the Enterprise Rent A Car's website:  
[www.enterprise.com/car\\_rental/deeplinkmap.do?cust=53E5000](http://www.enterprise.com/car_rental/deeplinkmap.do?cust=53E5000)

Rates

<b>Car Class</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Compact	\$ 39.00	\$ 234.00	\$ CALL
Intermediate	\$ 41.50	\$ 249.00	\$ CALL
Standard	\$ 43.50	\$ 261.00	\$ CALL
Full-Size	\$ 46.00	\$ 276.00	\$ CALL
Premium	\$ 50.00	\$ 300.00	\$ CALL
Med SUV	\$ 65.00	\$ 390.00	\$ CALL
Large SUV	\$ 89.00	\$ 534.00	\$ CALL
Minivan	\$ 63.00	\$ 378.00	\$ CALL
Pick-Up Truck	\$ 48.00	\$ 288.00	\$ CALL
Luxury	\$ 69.00	\$ 414.00	\$ CALL
15 Passenger	\$ 98.00	\$ 588.00	\$ CALL

**Rates include Collision Damage Waiver and Supplemental Liability Protection, so we strongly encourage you to use Enterprise. When signing the rental contract, decline all of these products as they are included in our contracted rates. Unlimited mileage is available on some car classes.**

NOTE: Other types of vehicles not shown may be available. Please contact Enterprise for other vehicle types and prices, locations, and any other daily specials that might be applicable. Prices or Discounts shown do not include any North Carolina sales or use taxes.

**Airport Rates**

The State contract should be utilized at all Enterprise locations for airport travel in the US. Please utilize Commerce customer number 53E5000 for all rental vehicles at airports across the US to receive rate listed above. If Enterprise Rent A Car is not available, the employee must use the most economical rental vehicle service available.

**Returning the Vehicle**

If you wish to return the vehicle after operating hours you may leave the keys inside the key drop box located in front of their rental office.

**Making a Reservation**

You have several options when making a reservation with Enterprise.

1. Visit [www.enterprise.com](http://www.enterprise.com) to make a reservation. In the reservation screen, use your

designated billing customer number to receive the contracted rates. The Division Fiscal Representative will provide the Division's customer number. Your PIN number is **NCC**. This is a specific billing customer number for the Department of Commerce employees only.

2. Call 1-800-RENT-A-CAR and provide the customer service representative with the customer number.
3. Call the local Enterprise branch directly. This is the option that should be used if a free pick up is needed. Please contact Division's Fiscal Representative, Enterprise website or contact personal from Enterprise for a list of all Enterprise locations. You will find that numerous locations are close to where you live and will be extremely convenient. You may also park your personal car at these locations when picking up a vehicle (airport offices are the exception to this rule).

### **Billing**

Your billing customer number must be provided to have the rental direct billed (contact division fiscal representative) for in-state only. Each division will have an assigned customer number provided by Enterprise (obtained by Division Fiscal Representative) plus the Commerce customer number 53E5000. The employee must provide the two customer numbers in order to rent a vehicle from Enterprise for direct billing.

### **Road Side Assistance**

Road side assistance is provided free of charge for all renters. Please call 1-800-RENT-A-CAR for this option.

### **Contact Personnel at Enterprise:**

Fred Black  
Regional Corporate Sales Manager  
[Fred.c.black@erac.com](mailto:Fred.c.black@erac.com)  
Office 919-657-8921

### **AIRLINE TRAVEL**

- All travel utilizing a commercial airline (in-state, out-of-state, out-of-country) must receive prior approval through the BDA process approved by the Secretary or his/her designee. A BDA should be inclusive of all charges to be incurred with the associated expenses. Please attach the approved BDA to the Cash Disbursement Code Sheet and the invoice from the travel agent. If the employee receives reimbursement for the airfare, the canceled ticket/receipt should also be attached to the travel reimbursement form and all proper documentation to accommodate the reimbursement.
- Penalties for ticket changes or cancellation are the responsibility of the individual unless the change is at the direction of or for the convenience of the department; emergency situations are an exception.
- Air travel is reimbursable at actual coach fare only and must be substantiated by a receipt and approved BDA. The only exception is air travel internationally on overseas flights may be

reimbursed at the actual business class fare with an approved BDA. If there are unusual or extenuating circumstances, which should be considered, then a justification and explanation should be attached to the BDA seeking approval for an exception. **The airline itinerary must be attached to the reimbursement request. If the employee receives reimbursement for the airfare, the canceled ticket/receipt should also be attached to the travel reimbursement form and all proper documentation to accommodate the reimbursement.**

- **Reimbursement for check – in fees is limited to actual costs substantiated by receipt.** "Check-in" fees or **“baggage fees”** are presently being issued by more and more airlines, bus, or rail services.
  - Frequent Flier Miles and Coupons/Certificates earned by a state employee while traveling on state business at state expense are property of the state and shall be used by the state employee on future state business trips.

#### STATE VEHICLES

- Procedures for obtaining and using state vehicles owned by the Division of Motor Fleet Management (Department of Administration) is set forth in the Rules and Regulations provided by that division. Every individual who uses a permanently assigned state-owned passenger motor vehicle, pickup truck, or van to drive between his official workstation and his home, shall reimburse the state for these trips at a rate computed by the Department of Administration.
  - Expenses for state vehicles (gasoline, repairs, etc.) are the responsibility of DOA Motor Fleet Management (MFM). Any reimbursement for purchases made by the individual must be paid by MFM. .
  - Permanently assigned vehicles must be driven 12,600 miles annually (1,050 miles monthly)
  - Car logs should be completed and submitted to FMD (to the attention CASH MANAGER) by the 10th of each new month. If a travel log is not received, the division will be billed the minimum 1050 miles for that month and the actual mileage will be billed, when the travel log is received, on the next billing. The Division Director will be notified that a travel log was not received. **Effective July 2002, the travel log will no longer need to be submitted to Motor Fleet Management, but will be completed on-line.**
  - For temporary assigned vehicles, the division must submit a copy of the temporary assignment form to the Cash Manager in FMD after the vehicle is returned to Motor Fleet Management.
  - Make certain all information requested on the car log is completed before submission; particularly approved signature, employee driving, destination, purpose of visit and mileage.
  - Verify total mileage for month, **Department # and Fund/RCC #**

- Other contact phone numbers for MFM are (919) 733-7776 and (919) 733-7777.

LUNCHEONS / DINNERS / RECEPTIONS / CONFERENCES / OTHER ACTIVITIES HOSTED BY THE DEPARTMENT

External Conferences

External conferences are those that involve the attendance of persons other than the employees of a single state department, institution or agency. **Payment for meals is allowable if included in the registration fee, but the fee must not consist exclusively of meal or it will not be allowable unless meeting overnight travel criteria.**

**Requirements and Limitation for External Conferences**

1. Function must be approved in writing in advance by the Secretary's Office through Fiscal Management with details, anticipated expenses, agenda and etc. spelled out.
2. There is written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.
3. Purchases connected with such activities must be approved by the Commerce's Purchasing Officer prior to any commitment; including personal services, use of buses, etc.
4. Assemblies should be held in state facilities; however, non-state facilities can be rented and the cost charged to a state agency without allocation to participants' daily subsistence allowances.
5. Break costs for conferences and etc. are limited to \$4.50 per person per day with a minimum of 20 people required. Prior approval from the Secretary's Office must be obtained. Please provide list of attendees.
6. Individuals within the department are not authorized to sign binding contracts; only the Secretary or his/her designee.
7. A list of attendees and the agenda must be provided with invoices when submitted for payment with the approved Cash Disbursement Code Sheet.
8. Social security numbers must be obtained for payments to individuals for services rendered.
9. Purchases of flowers or gifts are not reimbursable.
10. Registration fees may be charged by the sponsoring department to participants for cost of external conferences.
11. Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers. Registration fees collected (refer to FM-11, Cash Management) and not used to defray expenses of the particular conference may not be used for other programs and must revert to the general fund as applicable (G.S. 138-6(a)(4).

When assemblies are to be held under the sponsorship of a state department in which the funding for all participants is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the Secretary or his/her designee. The authorization must provide:

1. The purpose and duration of the conference.
2. The number of persons expected to attend.

3. The specific meals to be served at the conference (**law prohibits lunches being provided to state employees unless registration fees are charged to all attendees**).
4. The approximate daily subsistence cost per person; and
5. The name of the conference center, hotel, caterer, or other organization providing the service.

It is the responsibility of the divisions to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to state employees who are conference participants.

### Internal Conferences

Internal conferences are those that involve the attendance of employees within that particular department, institution, or agency only. No payment for meals is allowable unless an overnight travel criterion is met. A routine staff meeting or retreat is not an internal conference.

### Requirements and Limitations for Internal Conference:

1. The conference is planned in detail in advance, with a formal agenda or curriculum. Function must be approved in writing in advance by the Secretary's Office through Fiscal Management with details, anticipated expenses, agenda and etc. spelled out.
2. There is a written invitation to participants, setting forth the calendar of events and the detailed schedule of costs.
3. No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meetings must be held in state facilities when available. No registration fee may be charged.
4. Break costs for conferences and etc. are limited to \$4.50 per person per day with a minimum of 20 people required. Prior approval from the Secretary's Office must be obtained. Please provide list of attendees.
5. A department cannot use state funds to support or underwrite a meeting, assembly, conference, seminar, rally, celebration or similar function by whatever name called that promotes any cause or purpose other than the mission and objectives of the department.

These guidelines must adhere to the above regulations for any luncheons, receptions and other activities.

- NO COFFEE, refreshments, cups, paper plates, etc. can be purchased with state funds for routine office use.

**CORRECTIONS on Fiscal Management Forms**

Please do not use white out or correction tape on any Fiscal Management Forms. The employee must mark through the error one time, make the correction, and initial the correction. The forms should be neat which will allow them to be processed in a timely manner.

If the Fiscal Representative from the Division receives a Fiscal Management form with several errors, the form must be redone before submitting to Fiscal Management.

The format of any Fiscal Management form should not be revised to accommodate the division. If the division has a concern or special need, please contact the Fiscal Management Division at 919-733-5940. The CFO of Dept. of Commerce issues approval of all forms generated by the Fiscal Management Division.

The travel reimbursement form allows the mileage rate to be changed. This is the only format that should be changed.

**Any forms written in pencil (this includes corrections) will be returned as incomplete to the Division.**