

## Travel Processing Checklist

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*The employee is responsible for proper completion of the travel forms and the supervisor and/or subsequent reviewers are responsible for the review of the travel forms and completion of this checklist.*

### **Travel Request Form**

- Employee signature is present.
- Supervisor signature is present.
- Division Director or Executive Officer signature is present.
- Secretary signature is present (if applicable).

### **Travel Reimbursement Form**

- Request date is within 30 days of the end of the month of the travel.
- Travel Request form or a copy of the blanket travel form is attached to the travel reimbursement form. *If the blanket travel form requires specific approval documents such as approval emails, those should be attached as well.*
- All spaces at the top of the form are complete. For non-employee requests, the Division/Section field should indicate the board, commission, or other group served. The Title field should indicate the position or capacity of the individual serving the board, commission, or other group.
- Claimant (Employee) signature is present.
- Supervisor signature is present.
- Division Director or Executive Officer signature is required if the amount of reimbursement is greater than the amount authorized.
- The amount of the reimbursement is less than or equal to the amount authorized in the Travel Request form. If not, the employee attached an explanation to the reimbursement.
- Day fields are complete.
- From and To fields are complete.
- If meals are being claimed, Depart time at the commencement of travel and Arrive time at the conclusion of travel are indicated.
- A statement is present or a DOA Motor Fleet form is attached indicating that no state car was available when the daily private car mileage requested is in excess of 100 miles. Also, the proper mileage rate is used (see Mileage table and the State Budget Manual page 130).
- In-State, Out-of-State, and Out-of-Country fields are consistent with the travel destination.
- Subsistence meals claimed are consistent with the Depart and Arrive times indicated (see Subsistence table and the State Budget Manual page 125).
- Daily subsistence totals are not in excess of the daily limits (see Subsistence table and the State Budget Manual page 125).
- If lodging is claimed, the travel destination is at least 35 miles from the regularly assigned duty station or home, whichever is closer to the travel destination.
- Receipts are attached for all expenses being claimed with the exception of meals and mileage for the use of a personal car.
- This checklist must be completed and attached to the travel reimbursement form for processing.

Employee Printed Name \_\_\_\_\_ Employee Signed Name \_\_\_\_\_

Reviewer Printed Name \_\_\_\_\_ Reviewer Signed Name \_\_\_\_\_

The OSBM Travel Rates and Limitations Tables page following this checklist  
does not have to be submitted along with the travel reimbursement form.

**OSBM Travel Rates and Limitations Tables**

As of February 2012

**Subsistence Table**

**Overnight Stay**

|           | Depart prior to:          | Return after:          | Extend workday by:         |
|-----------|---------------------------|------------------------|----------------------------|
| Breakfast | 6:00am (day of departure) |                        | 2 hours (day of departure) |
| Lunch     | Noon (day of departure)   | 2:00pm (day of return) |                            |
| Dinner    | 5:00pm (day of departure) | 8:00pm (day of return) | 3 hours (day of return)    |

**Daily Travel**

|           | Depart prior to: | Return after: | Extend workday by: |
|-----------|------------------|---------------|--------------------|
| Breakfast | 6:00am           |               | 2 hours            |
| Dinner    |                  | 8:00pm        | 3 hours            |

Maximum allowable statutory rates for meals and lodging (subsistence):

|           | In-state  | Out-of-state |  |
|-----------|-----------|--------------|--|
| Breakfast | \$ 8.00   | \$ 8.00      | -Lodging: sales tax, lodging tax, local tax, or service fees applied to the cost of lodging may be claimed in addition to the maximum amounts listed.<br>-The maximum allowable statutory rate for meals and lodging (subsistence) is \$100.25 for in-state travel and \$114.35 for out-of-state travel. |
| Lunch     | \$ 10.45  | \$ 10.45     |  |
| Dinner    | \$ 17.90  | \$ 20.30     |  |
| Lodging   | \$ 63.90  | \$ 75.60     |  |
| Total     | \$ 100.25 | \$ 114.35    |  |

- Meal subsistence for non-state employee members of boards, councils, commissions, or committees is payable in a daily lump sum amount per day of official state service.
- The travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station (vicinity) or home, whichever is less.

**Mileage Table**

Actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return). Rates are applicable for non-State employees on state business but who are not members of a board, council, commission, or committee.

|                                 |         | State vehicle                       |               |
|---------------------------------|---------|-------------------------------------|---------------|
|                                 |         | Available                           | Not available |
| M<br>i<br>l<br>e<br>a<br>g<br>e | 1 - 100 | 55.5 cents                          | 55.5 cents    |
|                                 | 101+    | 30 cents<br>(effective May 1, 2010) | 55.5 cents    |

If a state employee chooses to use a personal vehicle when a state-owned vehicle is available, all departments and agencies will reimburse the employee at the motor fleet rate for mileage of 30 cents per mile.

Mileage rate for non-State employee members of boards, councils, commissions, committees, or agency committees not established by GS 143B-10(d): 25 cents