



DISTRICT COURT JUDGES

2024 Summer Educational Conference

EMBASSY SUITES | 192 HAYWOOD STREET | ASHEVILLE 28801

JUNE 17-20, 2024

CONFERENCE AND TRAVEL DETAILS

CONFERENCE TEAM

Welcome to your 2024 Summer Educational Conference! If you need assistance, additional information, directions, or anything else, please speak to Ann Zemba, Kaylin Bennet, or Michael Spinosi, your conference contacts.

MEAL REIMBURSEMENTS

You may **not** claim reimbursement for any meals provided as part of the conference and paid by NCAOC. The meals provided by NCAOC for your conference are set forth below.

- Breakfast – Tuesday, June 18
- Breakfast – Wednesday, June 19
- Breakfast – Thursday, June 20

FOOD ALLERGIES

Food selections should accommodate most food allergies. If you indicated special dietary needs on your registration form, please see one of your conference team members at the check-in desk for additional information.

TRAVEL POLICY & REIMBURSEMENT FORM

Please use form [AOC-A-25](#) when applying for reimbursement.

- The current mileage reimbursement rate is \$.67/mile
- You must use actual miles from your duty station or home; whichever is closer to the conference location.
- You may only claim what you paid for overnight stays (up to \$135.00 per night) plus tax
- If valet parking is the only option, you may claim reimbursement with receipts. If self parking is available, it is reimbursable.
- You may not claim any meals that are provided, without permission. Please see a member of your Conference Team for details or further information.
- Complete the travel reimbursement form (be mindful of the meals you are not eligible to claim according to the [travel policy](#)), print the form, sign, and date, and attach required receipts (parking and hotel), have your hiring authority sign, and return the form and receipts to: [Accounts Payable--Travel Reimbursement](#), NCAOC, PO Box 2448, Raleigh, NC 27602.

