



TRAVEL REIMBURSEMENT FAQ

District Court Judges Fall Conference
October 9-11, 2024

MEALS

1. Do I need to provide meal receipts?
 - ▶ If you are in overnight status no meal receipts are required to receive the per diem.
 - ▶ If you are traveling same day (no overnight stay), a receipt is required for reimbursement. You will be reimbursed for the actual amount, up to the per diem.
 - ▷ Stipulations:
 - + The normal workday must be extended by three (3) hours or more
 - + The receipt must be itemized

2. Can I claim meal reimbursements if I do not stay overnight at the conference?
 - ▶ If you have day travel (not overnight), the normal workday must be extended by three (3) hours or more and you must provide an itemized receipt to receive reimbursement. You will be reimbursed for the amount you paid up to the per diem rate.

3. What meals can I claim for this conference?
 - ▶ If you stayed overnight:
 - ▷ Day 1: a partial travel day; you request 75% of the total per diem (\$34.88)
 - ▷ Day 2: an overnight day; you request \$36.40 for lunch and dinner since breakfast is provided this day.
 - ▷ Day 3: a partial travel day; you request 75% of the total per diem (\$34.88)
 - ▶ If you did not stay overnight and drove to/from home each day:
 - ▷ If your normal workday was extended by three (3) hours or more you are eligible for lunch and/or dinner, since breakfast is provided at the conference.
 - ▷ If your normal workday was not extended by three (3) hours or more, you are not eligible for meal reimbursement.



LODGING

4. Can I go the night before a conference/meeting and be reimbursed for the hotel?
 - ▶ This answer depends on several factors:
 - ▷ How far do you have to travel to the conference/meeting? Travel Policy guidelines require the destination be 35 miles or more away.
 - ▷ What time does the conference/meeting begin?
 - ▶ Your supervisor must approve all overnight travel and determine that it is just and reasonable.

5. What are the allowable lodging rates?
 - ▶ **The current allowable lodging rate for Wilmington/New Hanover County is \$147/night + taxes and fees** (page 21 of the Judicial Branch Travel Policy). This rate varies by county and month of the year. If the city/county is not listed, the maximum allowable amount to be reimbursed is \$110+ taxes you paid.
 - ▶ An itemized hotel receipt (showing it was paid, not a booking confirmation) is always required to be reimbursed. Please refer to the Travel Policy for details.

TRANSPORTATION

6. Which mileage rate do I use?
 - ▶ When a Judicial Branch-owned vehicle is available, but I choose to drive my own I choose vehicle, I choose the "Lowest Rate" (\$0.41/mile)
 - ▶ When a Judicial Branch-owned vehicle is not available, and I use my personal vehicle, I choose the "Standard Rate" (\$0.67/mile)

7. Can I claim mileage from my house?
 - ▶ Mileage is measured from the closer of the duty station or the point of departure to the destination.

8. Can I claim mileage to eat dinner away from the hotel?
 - ▶ Yes, reasonable travel to obtain meals as well as mileage from your hotel to the conference location is reimbursable.

9. Can I claim reimbursement for parking?
 - ▶ Yes, reimbursement for the actual expense amount is allowed with a receipt. An employee who parks using a coin meter may be reimbursed up to \$2.00 per day without a receipt.
 - ▶ Valet parking is not eligible unless that is the only parking option offered on-site or is the same cost as self-parking.

