

**JUDICIAL BRANCH OF GOVERNMENT  
TRAVEL INFORMATION: NC DEFENDER TRIAL SCHOOL  
JULY 09- JULY 13, 2018  
SUBSISTENCE RATES**

TRSC

The maximum daily allowable statutory rate (G.S. 138.6) for meals and lodging is \$109.50 for in-state travel (before lodging tax). The following schedule should be used for reporting allowable subsistence expenses incurred while traveling on official state business based on Office of State Budget and Management travel guidelines.

	IN-STATE
BREAKFAST	\$ 8.40
LUNCH	\$ 11.00
DINNER	\$ 18.90
LODGING	\$ 71.20 (Actual Cost, Up to \$71.20 plus actual tax incurred)
TOTAL	<u>\$ 109.50</u>

Mileage Reimbursement rate is .50 per mile effective November 2017  
Receipt Required for Parking.

**REIMBURSEMENT OF LODGING AND MEALS INCURRED WHILE TRAVELING TO CONFERENCE**

**Times of departure and return (to/from conference) MUST BE LISTED on travel reimbursement form, otherwise meals in question will be denied.**

**Lodging reimbursement allowed with itemized (MUST SHOW TAX AND ROOM RATE SEPARATE), commercial hotel receipt. CREDIT CARD RECEIPTS, RESERVATION EMAILS, ETC ARE NOT SUFFICIENT**

**Course Faculty are allowed actual lodging, even if exceeds state rate**

**Carpooling is not required**

July 8, 2018  
Sunday

Dinner: Allowed if you leave prior to 5:00 pm and qualify for overnight status.  
Lodging: Allowed for Sunday night if workstation is at least 75 miles away.

July 9, 2018  
Monday

Breakfast: Allowed if overnight status or depart from duty station prior to 6:00 AM  
Lunch: Provided/Not Reimbursable  
Dinner: Allowed if spending Monday night or commuting and returning home after 8:00 pm.  
Lodging: Allowed for Monday night if work station is 35 miles or more away.

July 10, 2018  
Tuesday

Breakfast: Allowed if overnight status or depart from duty station prior to 6:00 AM  
Lunch: Provided/Not Reimbursable  
Dinner: Allowed if spending Tuesday night or commuting and returning home after 8:00 pm.  
Lodging: Allowed for Tuesday night if work station is 35 miles or more away.

July 11, 2018  
Wednesday

Breakfast: Allowed if overnight status or depart from duty station prior to 6:00 AM  
Lunch: Provided/Not Reimbursable  
Dinner: Allowed if spending Wednesday night or commuting and returning home after 8:00 pm.  
Lodging: Allowed for Wednesday night if work station is 35 miles or more away.

July 12, 2018  
Thursday

Breakfast: Allowed if overnight status or depart from duty station prior to 6:00 AM  
Lunch: Provided/Not Reimbursable  
Dinner: Allowed if spending Thursday night or commuting and returning home after 8:00 pm.  
Lodging: Allowed for Thursday night if work station is 35 miles or more away.

July 13, 2018  
Friday

Breakfast: Allowed if overnight status or depart from duty station prior to 6:00 AM  
Lunch: Allowed if in overnight status and returned home/work after 2:00 PM

**REIMBURSEMENT RATES FOR TRANSPORTATION**

RATE, PRIVATELY OWNED VEHICLE: Mileage rate is \$0.50 per mile as specified on conference mileage chart.

A registration fee may be charged by the association, but is NOT reimbursable by IDS.

IDS employees traveling more than 250 miles each way are encouraged to investigate feasibility of a rental car under state contract in lieu of private vehicle; contact Elisa Wolper for info

**SIGNATURES REQUIRED:**

EMPLOYEE SIGNATURE: Must be on actual travel reimbursement request form

SUPERVISORS SIGNATURE: Public Defenders signature must be on travel form.

SUBMIT FORM: Submit form with required receipts to IDS-TRAVEL, Courier Box 56-10-50, Raleigh NC or mail to PO BOX 2448, Raleigh NC 27602.

## MILEAGE CHART FROM COUNTY SEAT TO CHAPEL HILL

COUNTY	COUNTY SEAT	MAXIMUM REIMBURSEABLE MILEAGE (ONE-WAY)	MILEAGE RATE	MAXIMUM REIMBURSEABLE AMOUNT (ONE-WAY)
ALAMANCE	GRAHAM	29	0.50	\$ 14.50
ALEXANDER	TAYLORSVILLE	139	0.50	\$ 69.50
ALLEGHANY	SPARTA	148	0.50	\$ 74.00
ANSON	WADESBORO	109	0.50	\$ 54.50
ASHE	JEFFERSON	175	0.50	\$ 87.50
AVERY	NEWLAND	185	0.50	\$ 92.50
BEAUFORT	WASHINGTON	131	0.50	\$ 65.50
BERTIE	WINDSOR	141	0.50	\$ 70.50
BLADEN	ELIZABETHTOWN	129	0.50	\$ 64.50
BRUNSWICK	BOLIVIA	179	0.50	\$ 89.50
BUNCOMBE	ASHEVILLE	221	0.50	\$ 110.50
BURKE	MORGANTON	167	0.50	\$ 83.50
CABARRUS	CONCORD	121	0.50	\$ 60.50
CALDWELL	LENOIR	161	0.50	\$ 80.50
CAMDEN	CAMDEN	196	0.50	\$ 98.00
CARTERET	BEAUFORT	179	0.50	\$ 89.50
CASWELL	YANCEYVILLE	41	0.50	\$ 20.50
CATAWBA	NEWTON	142	0.50	\$ 71.00
CHATHAM	PITTSBORO	17	0.50	\$ 8.50
CHEROKEE	MURPHY	329	0.50	\$ 164.50
CHOWAN	EDENTON	164	0.50	\$ 82.00
CLAY	HAYESVILLE	322	0.50	\$ 161.00
CLEVELAND	SHELBY	182	0.50	\$ 91.00
COLUMBUS	WHITEVILLE	151	0.50	\$ 75.50
CRAVEN	NEW BERN	140	0.50	\$ 70.00
CUMBERLAND	FAYETTEVILLE	93	0.50	\$ 46.50
CURRITUCK	CURRITUCK	210	0.50	\$ 105.00
DARE	MANTEO	221	0.50	\$ 110.50
DAVIDSON	LEXINGTON	85	0.50	\$ 42.50
DAVIE	MOCKSVILLE	103	0.50	\$ 51.50
DUPLIN	KENANSVILLE	108	0.50	\$ 54.00
DURHAM	DURHAM	12	0.50	\$ 6.00
EDGECOMBE	TARBORO	99	0.50	\$ 49.50
FORSYTH	WINSTON-SALEM	78	0.50	\$ 39.00
FRANKLIN	LOUISBURG	58	0.50	\$ 29.00
GASTON	GASTONIA	159	0.50	\$ 79.50
GATES	GATESVILLE	170	0.50	\$ 85.00
GRAHAM	ROBBINSVILLE	311	0.50	\$ 155.50
GRANVILLE	OXFORD	43	0.50	\$ 21.50
GREENE	SNOW HILL	100	0.50	\$ 50.00
GUILFORD	GREENSBORO	51	0.50	\$ 25.50
HALIFAX	HALIFAX	108	0.50	\$ 54.00
HARNETT	LILLINGTON	58	0.50	\$ 29.00
HAYWOOD	WAYNESVILLE	249	0.50	\$ 124.50
HENDERSON	HENDERSONVILLE	240	0.50	\$ 120.00
HERTFORD	WINTON	156	0.50	\$ 78.00
HOKE	RAEFORD	82	0.50	\$ 41.00

COUNTY	COUNTY SEAT	MAXIMUM REIMBURSEABLE MILEAGE	MILEAGE RATE	MAXIMUM REIMBURSEABLE AMOUNT
HYDE	SWAN QUARTER	188	0.50	\$ 94.00
IREDELL	STATESVILLE	120	0.50	\$ 60.00
JACKSON	SYLVA	266	0.50	\$ 133.00
JOHNSTON	SMITHFIELD	58	0.50	\$ 29.00
JONES	TRENTON	127	0.50	\$ 63.50
LEE	SANFORD	35	0.50	\$ 17.50
LENOIR	KINSTON	107	0.50	\$ 53.50
LINCOLN	LINCOLNTON	167	0.50	\$ 83.50
MACON	FRANKLIN	286	0.50	\$ 143.00
MADISON	MARSHALL	241	0.50	\$ 120.50
MARTIN	WILLIAMSTON	128	0.50	\$ 64.00
MCDOWELL	MARION	187	0.50	\$ 93.50
MECKLENBURG	CHARLOTTE	141	0.50	\$ 70.50
MITCHELL	BAKERSVILLE	217	0.50	\$ 108.50
MONTGOMERY	TROY	107	0.50	\$ 53.50
MOORE	CARTHAGE	52	0.50	\$ 26.00
NASH	NASHVILLE	72	0.50	\$ 36.00
NEWHANOVER	WILMINGTON	158	0.50	\$ 79.00
NORTHAMPTON	JACKSON	125	0.50	\$ 62.50
ONSLOW	JACKSONVILLE	146	0.50	\$ 73.00
ORANGE	HILLSBOROUGH	13	0.50	\$ 6.50
PAMLICO	BAYBORO	158	0.50	\$ 79.00
PASQUOTANK	ELIZABETH CITY	190	0.50	\$ 95.00
PENDER	BURGAW	134	0.50	\$ 67.00
PERQUIMANS	HERTFORD	174	0.50	\$ 87.00
PERSON	ROXBORO	41	0.50	\$ 20.50
PITT	GREENVILLE	110	0.50	\$ 55.00
POLK	COLUMBUS	220	0.50	\$ 110.00
RANDOLPH	ASHEBORO	75	0.50	\$ 37.50
RICHMOND	ROCKINGHAM	90	0.50	\$ 45.00
ROBESON	LUMBERTON	124	0.50	\$ 62.00
ROCKINGHAM	WENTWORTH	64	0.50	\$ 32.00
ROWAN	SALISBURY	101	0.50	\$ 50.50
RUTHERFORD	RUTHERFORDTON	197	0.50	\$ 98.50
SAMPSON	CLINTON	92	0.50	\$ 46.00
SCOTLAND	LAURINBURG	89	0.50	\$ 44.50
STANLEY	ALBEMARLE	113	0.50	\$ 56.50
STOKES	DANBURY	94	0.50	\$ 47.00
SURRY	DOBSON	123	0.50	\$ 61.50
SWAIN	BRYSON CITY	280	0.50	\$ 140.00
TRANSYLVANIA	BREVARD	252	0.50	\$ 126.00
TYRRELL	COLUMBIA	182	0.50	\$ 91.00
UNION	MONROE	154	0.50	\$ 77.00
VANCE	HENDERSON	53	0.50	\$ 26.50
WAKE	RALEIGH	33	0.50	\$ 16.50
WARREN	WARRENTON	71	0.50	\$ 35.50
WASHINGTON	PLYMOUTH	148	0.50	\$ 74.00
WATAUGA	BOONE	163	0.50	\$ 81.50
WAYNE	GOLDSBORO	79	0.50	\$ 39.50
WILKES	WILKESBORO	131	0.50	\$ 65.50
WILSON	WILSON	73	0.50	\$ 36.50
YADKIN	YADKINVILLE	103	0.50	\$ 51.50
YANCEY	BURNSVILLE	220	0.50	\$ 110.00