

STATE OF NORTH CAROLINA
Judicial Branch Of Government
North Carolina Administrative Office Of The Courts

REQUEST FOR SPECIAL TRAVEL AND TRAINING

This form should be used to request approval for in-state travel/training for events NOT sponsored by the Judicial Branch, or for any event with expenses that exceed the state subsistence rates. This form should be used for all out-of-state and out-of-country travel/training.

INSTRUCTIONS: 1) Complete and submit this form at least thirty (30) days prior to the event to the appropriate approval authority. Consult the Judicial Branch Travel Policy, Appendix A, for a list of current approval authorities.
 2) Attach relevant supporting documentation (e.g., brochures, schedules, letters, programs, etc.).
 3) After the travel, submit a copy of this approved form with the Request For Reimbursement Form (AOC-A-25) to AccountsPayable@nccourts.org.

EMPLOYEE INFORMATION

- Supreme Court
- Court of Appeals
- Superior Court
- District Court
- Clerk's Office
- District Attorney's Office

- Public Defender's Office
- Special Counsel's Office
- Appellate Defender
- IDS Other: _____

Specialty Court, Grant, or Conference/Commission:

AOC Division/Section: _____

 Name of Judicial Branch-sponsored event, if applicable:

Requester Name

Job Title

County/District

Work Address

Email Address

Work Telephone

CATEGORY (check all that apply)

- Special Training
 Special Travel
 In-State
 Out-of-State
 Out-of-Country
 Request includes excess charges

JUSTIFICATION

Explain how this travel and/or training relates to your job:

EVENT

Name of Event

Sponsor and Location of Event
(please attach program)

Dates of Event

From

To

PROJECTED EXPENSES

Training Tuition/Event Registration Fee	\$	
Transportation Mode: _____	\$	
Lodging Cost per night: \$ _____ x _____ No. of nights =	\$	
Hotel Name: _____	<input type="checkbox"/> Exceeds State/GSA rate	
Meal Expenses	\$	
Miscellaneous Description: _____	\$	
Total Estimated Cost	\$	

NOTE: Receipts are required for air and other transportation, lodging, and registration (includes parking, tolls, and ground transportation). Meal subsistence is provided at the current per diem rate. Consult the Judicial Branch Travel Policy for current rates and additional information.

Requester Name	Requester Signature	Date
Supervisor Name	Supervisor Signature (Required)	Date

AOC APPROVAL: FOR USE BY AOC

APPROVED Yes No If No, explanation:

Comments/Notes

Approved By

Date

Cost Center/Remit Code