STATE OF NORTH CAROLINA Judicial Branch Of Government

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL BUSINESS

G.S. 138-6

INSTRUCTIONS: 1) Forward	ard the completed form and	all nece	essary receipts/	supporting documents ((hotel, re	gistration,	parking	ı, advance ap	proval	, etc.) to			
	untsPayable@nccourts.org												
1	el relating to a Judicial Bran	ch-spon	sored event sho	ould be submitted on the	is form by	y itself and	should	not be comr	ningle	d with			
1	types of travel. ult the Judicial Branch Trav	al Dalia	for the current	milaaga raimburaaman	at ratas	uhaiatanaa	rataa	and ather ori	orio				
3) Cons	uit the Judicial Branch Trav	el Polic	Tor the current	mileage reimbursemer	it rates, s	subsistence	rates	and other cm	епа.				
Supreme Court	Public Defender's C			Court, Grant, or			Division	n/Section:					
Court of Appeals	Special Counsel's (Conferen	ce/Commission:									
Superior Court	Appellate Defender					Name of	Judicia	l Branch-spo	sorec	Levent			
District Court Clerk's Office	IDS Other:		if applicable:					zianon oponeorou oroni,					
District Attorney's Offic													
Requester Name And Address		0.444	Iress Change Job Title					nty/District	District				
Nequester Name And Address	Check If Name	Or Addi	ress Change	Job Tille			Cou	IIIy/District	"District				
				Requester Email Address	\$								
				Requester Email Address	3								
				Travel For (month and ye	ear)		Date	Request Prep	ared				
					,								
Under penalties of perjury, I	certify this is a true and	Lhave	examined this r	eimbursement request	and								
accurate statement of the city	y of lodging, expenses, and		that it is just an		unu	Total Co	ost	\$					
allowances incurred in the se GSA standard lodging rates a		Supervi	sor Name										
complied with the policy crite						Less Advance		€ \$					
Requester Signature		Supervi	sor Signature			Reimbu	roome	ent \$					
						Keiiiibu	rseme	FIIL D					
			RATE INFO	ORMATION									
Consult the Judicial Bran	nch Travel Policy for			Lodging Rates Effecti		1, 2023		In-State	Out	Out-of-State			
- current approval author	rities		Overnight Statu	us (100% of max per di	em)			\$ 46.50	\$	49.70			
- mileage reimbursemen			Partial Travel Day (75% of max per diem) \$ 34.88 \$						37.28				
- per diem/subsistence ra	ates							\$ 10.10	\$	10.10			
- additional information				Lu	ınch			\$ 13.30		13.30			
				Di	nner			\$ 23.10	\$	26.30			
	Rates Effective January 1,	2024											
Standard Rate	\$ 0.67/mile \$ 0.41/mile			e rate or allowable Fede sult the Travel Policy for				\$ 89.10	\$	105.20			
Lowest Rate	\$ 0.41/mile		Cons	dit the fraver folicy for	illioilliai	.1011.							
	INITIAL DAY	OF T	DAVEL (vaca	and additional days		- b - d	1						
Trave	el Summary	OF I		ord additional days tation and Misc.	Amo			sistence	_	mount			
Date	In-State Travel		Personal Vehicle M				vernight			inount			
	Out-of-State Travel		miles \$ /mile \$					nax per diem	\$	\$			
From			Other Transportati	on		Pa	artial Tra	ivel Day					
					\$			ax per diem	\$				
То		1	Miscellaneous			C	ustom A	mount	-				
			1 \$ 1				e per diem rates \$						
Purpose Of Trip			Miscellaneous			Lo	odging		•				
					\$		Exceed	eds State/GSA rate					
TOTAL FOR THE DAY	\$												
	1												
	FOR US	SE BY	NCAOC FIS	CAL SERVICES	DIVISIO	N							
BUDGET FUND	ACCOUNT			ENTER		MOUNT		Date					
	Ground Transp./Mile	age			 			1					
	Lodging/Hotel	ago						Verified An	d App	roved			
	Meals/Subsistence							For Payment:					

Requester Name								
			DAYS OF TRAVE	, ,				
Travel S	umi		Transportation		Amount	Subsistence		Amount
Date	l	In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$	
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount	\$	
Purpose Of Trip			Miscellaneous		Φ	Use the per diem rates	φ	
ruipose Oi Trip			Iviscellarieous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$							
Travel S	Sumi	mary	Transportation	and Misc.	Amount	Subsistence		Amount
Date] In-State Travel] Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$	
From		-	Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$							
	Travel Summary		Transportation	and Misc.	Amount	Subsistence		Amount
Date	F] In-State Travel] Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate	\$	Overnight Status 100% of max per diem	\$	
From	1 -] O at 0. O tate 1. at 0.	Other Transportation	1	\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$							
		man.	Transportation	and Miss	Amount	Subsistence		Amount
Date Travel S	umi	mary In-State Travel	Transportation Personal Vehicle Mileage	Reimbursement Rate				Amount
		Out-of-State Travel	miles	\$ /mile	\$	Overnight Status 100% of max per diem	\$	
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$		
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$		
TOTAL FOR THE DAY	\$							
Travel Summary		Transportation	and Misc.	Amount	Subsistence		Amount	
Date	F] In-State Travel] Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$	
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$		
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$					LACCEUS SIGIE/GOA/fale		
I O I ALL I ON THE DAT	Ψ							

Requester Name						
		DAVE OF TRAVE	l (continued)			
Traval 9	Summary	DAYS OF TRAVE Transportation	. ,	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
	Summary	Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation	1	\$	Partial Travel Day 75% of max per diem	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
Travel S	Summary	Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
Travel S	Summary	Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation	Other Transportation		Partial Travel Day 75% of max per diem	\$
То		Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous	Miscellaneous		Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
Travel Summary		Transportation	Transportation and Misc.		Subsistence	Amount
Date	In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation	Other Transportation		Partial Travel Day 75% of max per diem	\$
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$					
	1					

Requester Name							
			DAVE OF TRAVE	(continued)			
Travel Summary			Transportation	. ,	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
Travel S	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	☐ In-State Travel☐ Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
Travel S	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$						
Travel Summary		Transportation and Misc.		Amount	Subsistence	Amount	
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
	<u> </u>						

Requester Name							
			DAVE OF TRAVE	(continued)			
Travel Summary			Transportation	. ,	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
Travel S	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	☐ In-State Travel☐ Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
Travel S	Summary		Transportation	and Misc.	Amount	Subsistence	Amount
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$						
Travel Summary		Transportation and Misc.		Amount	Subsistence	Amount	
Date	In-State Travel Out-of-State Tra	avel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$
TOTAL FOR THE DAY	\$						
	<u> </u>						

Requester Name								
			DAYS OF TRAVE	. ,				
Travel S	Sumi		Transportation		Amount	Subsistence		Amount
Date		In-State Travel Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$	
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount Use the per diem rates		
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate		
TOTAL FOR THE DAY	\$					Exceeds State/GSA rate		
Travel S		marv	Transportation	and Misc	Amount	Subsistence		Amount
Date	Ī	In-State Travel	Personal Vehicle Mileage	Reimbursement Rate	Amount	Overnight Status		Amount
_		Out-of-State Travel	miles	\$ /mile	\$	100% of max per diem	\$	
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$							
	Travel Summary		Transportation	and Misc.	Amount	Subsistence		Amount
Date	ĪĘ] In-State Travel] Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate	\$	Overnight Status 100% of max per diem	\$	
From		<u> </u>	Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То			Miscellaneous	Miscellaneous		Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging	\$	
TOTAL FOR THE DAY	•					Exceeds State/GSA rate	Ľ	
TOTAL FOR THE DAY	\$					1		
Travel S	Sum		Transportation Personal Vehicle Mileage	and Misc. Reimbursement Rate	Amount	Subsistence		Amount
Date		In-State Travel Out-of-State Travel	miles	\$ /mile	\$	Overnight Status 100% of max per diem	\$	
From			Other Transportation		\$	Partial Travel Day 75% of max per diem	\$	
То		Miscellaneous		\$	Custom Amount Use the per diem rates	\$		
Purpose Of Trip		Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$		
TOTAL FOR THE DAY	\$							
Travel Summary		Transportation and Misc.		Amount	Subsistence		Amount	
Date] In-State Travel] Out-of-State Travel	Personal Vehicle Mileage miles	Reimbursement Rate \$ /mile	\$	Overnight Status 100% of max per diem	\$	
From		Other Transportation		\$	Partial Travel Day 75% of max per diem	\$		
То			Miscellaneous		\$	Custom Amount Use the per diem rates	\$	
Purpose Of Trip			Miscellaneous		\$	Lodging Exceeds State/GSA rate	\$	
TOTAL FOR THE DAY	\$					LACCEUS SIGIE/GOA/fale		
. O L. OIL IIIE DAI	Ψ							