Travel Vouchers – Guidance for Soil and Water Conservation Districts
December 20, 2012

Key items to remember…

- File NO LATER than 30 days after the month when the meeting occurred (i.e. for January 5th Board meeting, must be submitted by end of February)
- Send as a "batch" with supporting documentation (e.g. copies of draft minutes or appropriate spot check forms if spot check not held on same day, and in conjunction with district meeting and documented in the minutes) – copies of final minutes should be submitted to Central Files once approved at the next meeting
- Submit forms to general DSWC address in Raleigh: DSWC, 1614 Mail Service Center, Raleigh, NC 27699-1614
- Make sure you are filing requests appropriately, different reimbursements are granted to state/non-state employees who serve as Supervisors
- Current form title is *NC Department of Agriculture, with version date of 10.1.11 in lower right-hand corner*; if older versions are submitted, they will be returned

For Supervisors who are NOT State Employees
Page 1 - TOP

Step 1: Remit Code / Message = mark event with "X"
Step 2: Payee's Name = provide (First, Middle Initial, Last)
Step 3: Payee's Address = provide street address
Step 4: Payee's Address = provide (City, State, Zip)
Step 5: Division/Section = provide ("Onslow" SWCD)
Step 6: Title = District Supervisor
Step 7: Social Security Number = for NEW Board members include entire Social Security number, and check "New Address" in upper right. Future requests for this Board member can include Social Security number as XXX-XX-0000 (include true last 4 digits) and remove check from "New Address" box
Step 8: Headquarters = Raleigh
Step 9: Period Covered by this Request = provide first and last date of travel (from/to)

Skip middle section with codes
Page 1 - BOTTOM

Step 10: Fill in meeting Date in cell A54
Step 11: Fill in Travel location From/To
Step 12: Fill in mileage in cell A58 – I/S denotes "in state" (0.25 mileage rate)
Step 13: Fill in subsistence requests for appropriate meals (in-state)
Current reimbursement rates for meals are as follows: B $8.00, L $10.45, D $17.90
Meals can be claimed for each "day of official service" as follows:

- Monthly Board Meeting – D only
- Spot Check – B, L, D
- Area Meeting – no meals can be claimed
- Commission Meeting – B, L, D
- Annual Meeting – B, L, D
- UNC-SOG Training – B, L, D

➢ If a meal is included as part of the registration for an event (i.e. Annual Meeting, UNC-SOG Training), that particular meal should not be claimed – list "REG" for registration in the box instead
➢ On a "travel only" day (i.e. travel to or from Annual Meeting) meals are reimbursed in accordance with Departure/Return times. Departure/Return times should be included on the form for these "travel only" days. B can be paid if departure is prior to 6am, L can be paid if departure is prior to 12pm (overnight return after 2pm), D can be paid if departure is prior to 5pm. B can be paid on travel home day, L can be paid if return is after 2pm, D can be paid if return is after 8pm

Step 14: Fill in Hotel reimbursement request; max that can be paid is $63.90 plus pro-rated tax (attach fully taped receipt). Supervisors must be at least 35 miles from home or their duty station (whichever is less), and must stay overnight to be reimbursed for hotel lodging.
Step 15: Fill in Misc. Expenses – for per diem, current rate is $15 per "day of official service" (please note, per diem cannot be claimed for travel only dates for Annual Meeting); also fill in registration costs (attach fully taped receipt; SWCC Policy that registration reimbursement for Area Meetings is capped at $30 – 8.16.11), parking costs (attach fully taped receipt)
Step 16: Follow steps 10 through 16 in subsequent sections for each travel day; use Page 2 if necessary

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Step 17: Totals will calculate automatically; check math, and make sure requests are being transposed in the appropriate boxes; codes are as follows:

➢ 532731 = transportation (mileage)
➢ 532732 = meals & hotel
➢ 531651 = per diem
➢ 532930 = registration
➢ 532727 = parking

Step 18: Company = 1001; Center = 1611-3736
Step 19: Supervisors to sign and date as "Claimant"

If you have questions – contact your Area Coordinator for assistance.

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For Supervisors who ARE State Employees

Page 1 - TOP

Step 1: Submit form on BLUE paper – mark box in upper right for state employee
Step 2: Remit Code / Message = mark event with "X"
Step 3: Payee's Name = provide (First, Middle Initial, Last)
Step 4: Payee's Address = provide street address
Step 5: Payee's Address = provide (City, State, Zip)
Step 6: Division/Section = provide ("Onslow" SWCD)
Step 7: Title = District Supervisor
Step 8: Social Security Number = for NEW Board members include entire Social Security number, and check "New Address" in upper right. Future requests for this Board member can include Social Security number as XXX-XX-0000 (include true last 4 digits) and remove check from "New Address" box
Step 9: Headquarters = Raleigh
Step 10: Period Covered by this Request = provide first and last date of travel (from/to)

Skip middle section with codes

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Step 11: Fill in meeting Date in cell A54
Step 12: Fill in Travel location From/To
Step 13: Fill in Times Depart/Return
Step 14: Fill in mileage in cell A58 – I/S denotes "in state" (0.25 mileage rate)
Step 15: State employees can only be reimbursed for a meal that is served AT the meeting
Fill in subsistence requests for appropriate meals (in-state) served AT the meeting
Current reimbursement rates for meals are as follows: B $8.00, L $10.45, D $17.90
Meals that are eligible to be claimed when served AT the meeting are as follows:

- Monthly Board Meeting – D
- Spot Check – B, L, D
- Area Meeting – no meals can be claimed
- Commission Meeting – B, L, D
- Annual Meeting – B, L, D
- UNC-SOG Training – B, L, D

➢ If a meal is included as part of the registration for an event (i.e. Annual Meeting, UNC-SOG Training), that particular meal should not be claimed – list "REG" for registration in the box instead
➢ On a "travel only" day (i.e. travel to or from Annual Meeting) meals are reimbursed in accordance with Departure/Return times. B can be paid if departure is prior to 6am, L can be paid if departure is prior to 12pm (overnight return after 2pm), D can be paid if departure is prior to 5pm. B can be paid on travel home day, L can be paid if return is after 2pm, D can be paid if return is after 8pm

Step 16: Fill in Hotel reimbursement request; max that can be paid is $63.90 plus pro-rated tax (attach fully taped receipt). Supervisors must be at least 35 miles from home or their duty station (whichever is less), and must stay overnight to be reimbursed for hotel lodging.
Step 17: Fill in Misc. Expenses – state employees are NOT paid per diem; fill in registration costs (attach fully taped receipt; SWCC Policy that registration reimbursement for Area Meetings is capped at $30 – 8.16.11), parking costs (attach fully taped receipt)
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