

MEMORANDUM

To: Soil and Water Conservation District Supervisors
From: Dottie Jones, DSWC
Date: January 9, 2013
Re: NCASWCD Annual Meeting Travel Expense Reimbursement Guidance

Attached to this memo are two example travel vouchers for the NCASWCD Annual Meeting held in January 2013; one for individuals that purchased the Pre-registration package (\$190), and one for individuals that purchased registration and meals a la carte (\$100 registration cost). These are meant to serve as guidance for you as you turn in your reimbursement request for the Annual Meeting. Below are some tips and reminders, as each individual will receive different reimbursement amounts – please don't hesitate to contact Dottie Jones with any questions at 919.715.6094 or dottie.jones@ncagr.gov.

- In order to claim reimbursement for lodging, Supervisors must be **at least** 35 miles from home; for those that are closer than the required 35 miles, only registration costs (either \$100 or \$190), per diem, and meals can be claimed
- ORIGINAL Receipts should be included for registration and hotel and expenses that are claimed
- Max hotel reimbursement that can be claimed is \$63.90 + pro-rated tax (13%) = \$63.90 + \$8.31 = \$72.21
- For travel home on Wednesday, no per diem can be claimed; meal reimbursements will be paid depending upon what time the supervisor arrives at home – lunch can be paid if return is after 2pm, dinner can be paid if return is after 8pm
- Several supervisors will participate in the Executive Committee meeting on Wednesday morning; this is not considered a “day of official service” to the state since it is an NCASWCD business meeting; per diem should not be claimed
- For Supervisors who are state employees, travel reimbursement requests would be similar, but form should be submitted on blue paper, box in upper-right should be marked as “state employee”, per diem should not be included, departure/return times should be listed and meals should be claimed in accordance with these (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 departures 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).
- These examples are available electronically on the 2013 Annual Meeting website – http://www.ncagr.gov/SWC/professional_development/NCASWCDAnnualMeeting.html
- Detailed travel guidance is available in the “For Districts” section of our website - <http://www.ncagr.gov/SWC/districts/forms.html>
- Please make sure you are using the correct form for reimbursement requests (dated 10.1.11 in the lower right-hand corner)