

Travel Vouchers – Guidance for Soil and Water Conservation Districts
August 14, 2015



Key items to remember...

- File NO LATER than 30 days after the month when the event occurred (i.e. for January 5th training, must be submitted by end of February)
- Send as a "batch" with supporting documentation (e.g. copies of hotel receipts or appropriate documentation)
- Submit forms to general DSWC address in Washington: DSWC Attn: Natalie Woolard, 943 Washington Square Mall, Washington, NC 27889
- Make sure you are filing requests appropriately.
- 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 District Employees who are NOT State Employees

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- 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 Employee
- Step 7: Social Security Number = for first time requests include entire Social Security number, and check "New Address" in upper right. Future requests for this district employee 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

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- 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 \$8.30, L \$10.90, D \$18.70
- If a meal is included as part of the registration for an event, 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 training) 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 \$67.30 plus pro-rated tax (attach fully taped receipt). District Employees 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 – ex. 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
 - 532727 = parking
- Step 18: Company = 1001; Center = 1611-3722
- Step 19: District Employee to sign and date as "Claimant"