

Supervisor Travel Form To Use

Did NOT Complete I-9 Requirement - NO REIMBURSEMENTS

ALL Forms Completed (I-9, tax forms and SS card)

Single Day Meetings (Monthly Meeting, Area Meeting, Spot Check, Supervisor Training (formerly UNC School of Government))		
	Time Sheet	Travel Reimbursement
Perdiem	X	
Mileage	X	
Meals (none for Area Meetings or meals provided)	X	
Registration Fees		X

Overnight Stay Meetings (Annual Meeting)		
	Time Sheet	Travel Reimbursement
Perdiem	X	
Mileage		X
Meals		X
Registration Fees		X
Hotel		X

Waived & Completed I-9 only

Single Day Meetings (Monthly Meeting, Area Meeting, Spot Check, Supervisor Training (formerly UNC School of Government))		
	Time Sheet	Travel Reimbursement
Perdiem		
Mileage		
Meals		
Registration Fees		X

Overnight Stay Meetings (Annual Meeting)		
	Time Sheet	Travel Reimbursement
Mileage		X
Meals		X
Registration Fees		X
Hotel		X

State Employees - On Blue paper

Single Day Meetings (Monthly Meeting, Area Meeting, Spot Check, Supervisor Training (formerly UNC School of Government))		
	Time Sheet	Travel Reimbursement
Perdiem		
Mileage		X
Meals		
Registration Fees		X

Overnight Stay Meetings (Annual Meeting)		
	Time Sheet	Travel Reimbursement
Mileage		X
Meals		X
Registration Fees		X
Hotel		X