

**Travel Vouchers – Guidance for Scholarship Travel Reimbursement
October 1, 2019**



Key items to remember...

- File NO LATER than the 30 days from when the training occurred (i.e. for January 5th training, must be submitted by February 4th)
- Submit all original documents to general DSWC address in Raleigh: DSWC, 1614 Mail Service Center, Raleigh, NC 27699-1614

For Trainees who are NOT State Employees

Page 1 - TOP

- Step 1: mark Training Title with "X" and note the name of the training attended
- 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
- Step 7: Social Security Number = enter entire Social Security number if first time submitting reimbursement, enter last four numbers if submitted reimbursement in the past.
- 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 "Accounting office use Only"

Page 1 - BOTTOM

- Step 10: Fill in meeting Date in cell B54
- Step 11: Fill in Travel location From/To
- Step 12: Fill in mileage in cell E58 – I/S denotes "in state" When the trip does not exceed 100 miles per trip the rate is .58/mile. If the trip exceeds 100 miles the rate is .33/mile.
- Step 13: Fill in subsistence requests for appropriate meals (in-state)
Current reimbursement rates for meals are as follows: B \$8.60, L \$11.30, D \$19.50 **when in overnight status only. Meals for single day trips are not reimbursable.**
- 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
 - Departure/Return times should be included on the form. When in overnight status B can be paid if departure is prior to 6am on day of departure. L can be paid if departure is prior to 12pm on day of departure or if you return after 2pm on day of return, D can be paid if departure is prior to 5pm on day of departure or you return after 8pm on day of return.
- Step 14: Fill in Hotel (H) reimbursement request; max that can be paid is \$75.10 plus pro-rated tax (attach page with fully taped original receipt). Employee 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 16: Follow steps 10 through 16 in subsequent sections for each travel day; use Page 2 if necessary
- 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
- Step 18: Trainee to sign and date as "Claimant"
- Step 19: **Mail original signed document to:**
DSWC
1614 Mail Service Center
Raleigh, NC 27699-1614

