



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina**

Steve Troxler, Commissioner

MPID NOTICE	5-15	6-4-15
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Reimbursement of Travel, Lodging and Per Diem during Official Training

I. PURPOSE: This notice is being issued to clarify the policy for the reimbursement of travel, lodging and per diem when attending formal training courses. Employees will be reimbursed at the current rates for travel, lodging, and per diem as set by the Office of State Budget and Management.

II. CANCELLATION: MPID Notice 32-08 dated 11-3-08

III. REFERENCES: Budget Manual, State of North Carolina; Office of State Personnel Manual.

IV. PROCEDURE:

A. Employees traveling 35 miles or less for formal in-state training classes such as Slaughter School may claim:

- Daily round trip mileage from their home or duty station (whichever is closer) to the training site and return.
- Travel time from home or duty station (whichever is closer) to the training location and return.
- Overnight lodging and per diem (meals) may not be claimed.

B. Employees who travel more than 35 miles for training in-state are encouraged to seek overnight lodging at the training location. They may claim:

- Lodging expenses up to the current Office of State Budget reimbursable rate.
- Per diem (meals) per the Office of State Budget reimbursable rate.
- Mileage from home or duty station (whichever is closer) to the training location and return on first day and last day of training.
- Travel time from home or duty station (whichever is closer) to the training location and return.
- Mileage to and from lodging site to training site.

C. Employees who travel more than 35 miles for formal training in-state and elect, for personal convenience, not to stay overnight at the training location may claim:

- Round trip mileage from home or duty station (whichever is closer) to the training location and return each day they commute not to exceed the maximum that employee would be allowed had they stayed overnight.
- Travel time from home or duty station (whichever is closer) to the training location on the first day and last day of training.

- Per diem (meals) may not be claimed.

D. Employees who travel out of state for extended training (two weeks or more induration) paid for by NCDA&CS MPID may additionally claim:

- Up to \$6.00 per week in laundry expenses **only** if the employee incurs these expenses. Laundry expenses must be documented on MPIS Form 2h to request reimbursement.

E. Employees who travel out of state for extended training being paid for by USDA, FSIS shall follow instructions in FSIS Directive 3810.3 Revision 1 in order to claim laundry expenses.

V. ADDITIONAL INFORMATION: If you have any questions or need additional information, contact the Raleigh Office at (919) 707-3180.

Dr. Karen Beck
State Director

DISTRIBUTION:
All MPID Personnel

SUBJECT CATEGORY:
Administrative