

DCD ADMINISTRATIVE PROCEDURES MANUAL
CHAPTER II: TRAVEL, TRANSPORTATION AND ALLOWANCES

Procedure: Appendix A: Allowable Reimbursement Rates

January 2014

Allowable Subsistence Expenses for State employees incurred while traveling on official State business:

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast*	\$8.20	\$8.20
Lunch	\$10.70	\$10.70
Dinner	\$18.40	\$20.90
Lodging** (actual, up to)	<u>\$65.90 + tax</u>	<u>\$77.90 + tax</u>
Total	\$103.20	\$117.70

*If staying at a Bed & Breakfast, separate out the cost of breakfast from lodging.

**The lodging may exceed the amount allocated for lodging provided that the reimbursement request for lodging and meals does not exceed the maximum daily subsistence amount.

Transportation by Personal Vehicle for State employees:

The standard mileage rate set by the IRS will be paid to State officers and employees who use their personal vehicle for state business and the roundtrip distance does not exceed 100 miles. In addition, if a state owned vehicle **is not** available for the employee's state business travel regardless of the distance, he or she shall be reimbursed at the IRS rate.

56 cents per mile
(effective Jan 1, 2014)

To use a personal vehicle when a State-owned vehicle **is** available: 30 cents per mile

NOTE: Raleigh-based staff will need to check to see if a state car is available, as cars are assigned to the various sections.

Mileage is measured from the closer of the duty station or point of departure to the destination (and return).

Requests for reimbursements shall be filed with the DHHS Controller's Office within 30 days after travel. Be sure to allow Raleigh office processing time.