

## PUBLIC DEFENDER EXPENSE REIMBURSEMENT

Reimbursement of expenses for state employees, including employees of public defender offices, is governed by G.S. 138-6.

As of September 1, 2022, the following reimbursement rates are in effect:

1. Mileage on Privately-Owned Vehicles: For all employees, if a state-owned vehicle is unavailable the mileage reimbursement rate is \$.625 per mile for travel on or after September 01, 2022 (prior rate was \$.50 per mile).  
  
If a state-owned vehicle is available and a private vehicle is used instead, the mileage reimbursement rate is \$.33 per mile for travel on or after September 01, 2022.  
  
State employees in defender offices must attest that a state-owned vehicle was not available on the date of travel in order to receive the increased reimbursement rate. A signed note on the travel reimbursement form indicating unavailability will suffice.
2. Rental Vehicles: Please submit the Enterprise Rental Vehicle request form, which can be found under Defender Office Forms & Tools at <http://www.ncids.org> or click [here](#) to be taken directly to the form.
3. Meals: Please note that there are specific rules governing the meals that are eligible for reimbursement, which depend on departure and arrival time.
  - a. In-State: \$9.00 for breakfast; \$11.80 for lunch; \$20.50 for dinner; or
  - b. Out-of-State: \$8.60 for breakfast; \$11.30 for lunch; \$23.30 for dinner.
4. Lodging: The actual cost of over-night lodging, plus actual taxes incurred, not to exceed the following:
  - a. In-State: \$78.90 per night; or
  - b. Out-of-State: \$93.20
  - c. per night.A valid hotel receipt is required, and credit card receipts will not be accepted.
5. Other: Any other travel-related expenses (e.g., parking) must be supported by receipts.

To claim reimbursement, you must complete form AOC-A-25 electronically to [ids.employee.reimbursements@nccourts.org](mailto:ids.employee.reimbursements@nccourts.org) within 30 days after the end of the month for which expenses are claimed.

If you have questions, please contact Amy Ferrell, IDS Financial Services, at [amy.m.ferrell@ncids.org](mailto:amy.m.ferrell@ncids.org).