

FREQUENTLY ASKED QUESTIONS: PUBLIC DEFENDER AND IDS EMPLOYEE PARKING & STATE BAR DUES REIMBURSEMENT

JUNE 15, 2022

1. Who is eligible to submit a request for reimbursement?
 - For employee parking, any Office of Public Defender employee who must pay for daily parking at their assigned duty station is eligible for reimbursement, up to \$100 per month.
 - For North Carolina State Bar dues, any full-time Office of Public Defender employee who is a member of the North Carolina State Bar is eligible for reimbursement during their employment.
 - Reimbursement is not available for local bar dues, bar association dues, North Carolina State Bar late fees, or for Bar dues paid to any state Bar other than North Carolina.
 - IDS employees who work at the 123 W. Main Street, Durham NC office, may be eligible for the parking reimbursement, subject to availability of funds, with priority for employees with the lowest salaries.
2. How do I get reimbursed?
 - Parking reimbursement will take effect for fiscal year 2022-2023. Reimbursements will be made once per year, from July 01 through August 01, with the first reimbursements being payable from July 01, 2023, through August 01, 2023, for parking receipts from July 01, 2022, through June 30, 2023.
 - For employee parking, please submit a completed [AOC-A-7 Reimbursement Form](#) and parking receipts for the prior 12 months to the Accounts Payable team in the IDS Fiscal Division **no sooner than July 01 and no later than August 01**.
 - The forms and scanned parking receipts must be sent by email to both:
 - Aaron.m.gallagher@nccourts.org; and
 - Amy.m.ferrell@nccourts.org
 - For State Bar Dues, please submit a completed [AOC-A-7 Reimbursement Form](#) and a receipt for payment of the annual NC Bar dues to the Accounts Payable team in the Fiscal Services Division **no later than July 31 each year**.
 - The forms and scanned receipts for annual NC Bar dues must be sent by email to both:
 - Aaron.m.gallagher@nccourts.org; and
 - Amy.m.ferrell@nccourts.org
3. How do I attest for the reimbursement?
 - Per the NCAOC forms, the employee's signature certifies that the employee is providing a true and accurate statement and complies with Judicial Branch policy.
4. What if I lost my receipt?
 - Per the Judicial Branch Reimbursement Policy for Non-Travel Related Expenses, a dated receipt must be submitted to receive reimbursement.

5. How often can I request reimbursement, is there a deadline?
 - Parking: Reimbursements must be requested only on an annual basis. Parking reimbursement requests for the prior 12 months must be submitted between July 01 and August 01 of each year. The first reimbursements will be made between July 01 and August 01, 2023.
 - NC Bar Dues: For calendar year 2022, NC State Bar dues reimbursement requests should be received no later than July 31, 2022, and *preferably* no later than June 06, 2022, to allow for sufficient time to process the requests and pay them from available fiscal year 2021-22 funds.

6. Can I receive a retroactive reimbursement?
 - The employee parking reimbursement policy becomes effective for IDS on July 01, 2022. Expenses incurred on or after that date are eligible for reimbursement.
 - North Carolina State Bar dues paid between January 1 and June 30, 2022, are eligible for reimbursement if submitted prior to July 31, 2022 (with a preference for submission no later than June 06, 2022).

7. Can I receive a reimbursement if I pre-pay?
 - Parking reimbursements are only allowed after the service has been rendered. Reimbursements must be requested only on an annual basis. Parking reimbursement requests for the prior 12 months must be submitted between July 01 and August 01 of each year.

8. How is IDS paying for parking and bar dues? Reimbursement or direct pay?
 - Parking payments are processed as reimbursements to the employee.
 - Currently all bar dues payments are processed as reimbursements to the employee. Beginning in calendar year, 2023 NCAOC and IDS hope to have an automated process in place where State Bar dues will be paid directly to the North Carolina State Bar on behalf of eligible employees. More information about this direct pay process will be forthcoming.

9. Is this a permanent, recurring program?
 - Yes, subject to and pending the availability of funding.

10. Are, receipt funded (grant or contract) employees eligible for the reimbursement?
 - Yes. Reimbursements will be allowed from grant/contract funds if the budget allows and supports the expense. If the grant/contract budget approved by the funding agency does not allow the parking or bar dues expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.

11. What if there are not enough grant/contract funds to cover reimbursement?
 - If the grant/contract budget approved by the funding agency lacks sufficient funds to cover the parking or bar dues expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.

12. Will IDS be able to reimburse my out-of-state bar dues, or my district bar dues?
 - No. Reimbursement is only available for North Carolina State Bar annual dues and does not include reimbursement for late fees paid to the North Carolina State Bar.