



FREQUENTLY ASKED QUESTIONS: PUBLIC DEFENDER AND IDS EMPLOYEE PARKING REIMBURSEMENT

1. Who is eligible to submit a request for parking reimbursement?

- For employee parking, any employee other than those who work at 123 W. Main Street, Durham NC, who must pay for daily parking at their assigned duty station is eligible for reimbursement up to \$100 per month during the reimbursement period.
 1. IDS or state defender office employees who work at 123 W. Main Street, Durham NC are eligible for parking reimbursement during the reimbursement period, subject to availability of funds, at the following rates:
 - Those with an annual base salary (exclusive of any longevity pay) at or below \$75,000 are eligible for reimbursement of up to \$100/month.
 - Those with an annual base salary (exclusive of any longevity pay) above \$75,000 are eligible for reimbursement of up to \$50/month.

2. What are the reimbursement periods?

- Parking reimbursement will take effect for fiscal year 2022-2023. Reimbursements will be made once per year, from July 01 through August 01 (the reimbursement period). The first reimbursements will be payable from July 01, 2023, through August 01, 2023, for parking receipts from July 01, 2022, through June 30, 2023.
- Parking reimbursements are only payable to persons employed during the reimbursement period. An employee who has separated from employment before the reimbursement period is not entitled to reimbursement, even if parking receipts were incurred during employment.

3. How do I get reimbursed for parking?

- For employee parking, each employee must submit both:
 1. A completed [AOC-A-7 Reimbursement Form](#)
 - Note: only one line on the form should be used for the entire period, see *Figure 1*.
 - Note: The reimbursement form must be signed by the employee’s supervisor, or the supervisor’s designee¹.
 2. Parking receipts for the prior 12 months

STATE OF NORTH CAROLINA Judicial Branch Of Government Administrative Office Of The Courts	REIMBURSEMENT OF AUTHORIZED PETTY/EMERGENCY PURCHASES		
DO NOT USE THIS FORM FOR BOOKS, EQUIPMENT, PRINTING OR SUPPLIES AS THESE REQUIRE PRIOR APPROVAL FROM PURCHASING SERVICES, USING FORM AOC-A-201.			
Submit the completed form and receipts to AccountsPayable@nccourts.org .			
I, the undersigned, request reimbursement for the payment of petty/emergency purchases as described below:			
Date	Paid To	Paid Invoice/Description	Amount
	XYZ PARKING COMPANY	MONTHLY PARKING 07/2022-06/2023	\$ 600.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL REIMBURSEMENT			\$ 600.00

Figure 1- Sample *single line entry* for all parking for the year on AOC-A-7 Form (due to formatting put dates in “Paid Invoice/Description” section).

- This reimbursement form *and* receipts must be sent via email as PDF attachments to ids.employee.reimbursements@nccourts.org **no sooner than July 01 and no later than August 01** (the reimbursement period).
- Direct Deposit for reimbursements must be set up in order to receive electronic payment. The [direct deposit form](#) must be completed and submitted to NCAOC for electronic payment. This form must be submitted *even if* you already receive electronic deposit for your paychecks (different systems are used for each).
- If you have not confirmed that you have Direct Deposit set up, you must include your current mailing address (for payment by check) **in the email** with your reimbursement request.

¹ If the reimbursement form is signed by a supervisor’s designee this must be indicated in a note with the signature (ex., “Max Silva for Mary Pollard”). Reimbursement forms for employees in executive positions (IDS Director, Chief PD, Parent Defender, etc.) should be submitted with no supervisor signature, these will be approved and signed by the CFO.

4. **How do I attest for the parking 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.
5. **What if I lost my parking receipt(s)?**
 - A dated receipt must be submitted to receive reimbursement.
6. **How often can I request parking 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 reimbursement period). The first reimbursements will be made between July 01 and August 01, 2023.
7. **Can I receive a retroactive parking 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 during the reimbursement period.
8. **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.
9. **Is this a permanent, recurring program?**
 - The program is subject to and pending the availability of funding and must be made on a year-by-year basis.
10. **Are, receipt funded (grant or contract) employees eligible for the parking 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 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 parking reimbursement?**
 - If the grant/contract budget approved by the funding agency lacks sufficient funds to cover the parking expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.

NC ADMINISTRATIVE OFFICE OF THE COURTS

Employee Payment Verification Form

For your convenience and benefit, the North Carolina Administrative Office of the Courts offers the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you will be notified of the deposit electronically, either by fax or by email.

Indicate Action

Add Change Delete

Employee Name _____

BEACON Number _____

A VOID CHECK MUST BE ATTACHED FOR VERIFICATION OF ACCOUNT

Bank Name And Location _____

Bank Routing Number _____

Bank Account Number _____

Checking _____ **OR** Savings _____

Attach Voided Check Here

ELECTRONIC NOTIFICATION INFORMATION (Field Required)

An email notification can only be used if you have the capability to view attachments, otherwise you must use a fax notification. The fax or email will provide you with all the information that would normally be on your check stub. Please note only one method of notification can be chosen.

Facsimile Number: (_____) _____

OR

Email Address: _____

AUTHORIZATION FOR DIRECT DEPOSIT

Authorized Signature _____

Date _____

Title _____

Telephone Number _____

Please complete the form, attach copy of voided check and return to:

Administrative Office of the Courts
Financial Services Division
Attn: Bank e-Pay Team
PO Box 2448
Raleigh, NC 27602

Telephone: (919) 890-1053
Email: FSDBankePay@nccourts.org