STATE OF NORTH CAROLINA

Judicial Branch Indigent Defense Services

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL BUSINESS

G.S. 138-6 INSTRUCTIONS: Forward the completed form (remove any blank pages) and all receipts/supporting documents (itemized hotel receipt, registration, parking receipts, advance approval, etc.) to ids.employee.reimbursements@nccourts.org in a single email. Include your first name, last name, and "travel" in the subject line of the email. ATTESTATION REQUIRED Office of Special Counsel Public Defender's Office A state-owned vehicle is unavailable, the mileage rate of \$.625 per mile applies. **IDS Staff** (Supervisor Initials) Capital Defender A state-owned vehicle is available, a private vehicle is being used by choice, the mileage rate of \$.33 applies. Appellate Defender (Defender District) (Supervisor Initials) Juvenile Defender Payee's Name And Address Position/Title Headquarters (city) Check If Name Or Address Change Personnel No. (top of paystub) Travel For (month and year) Date Request Prepared I have examined this reimbursement request and Under penalties of perjury, I certify this is a true and **Total Cost** \$ accurate statement of the city of lodging, expenses, and certify that it is just and reasonable. allowances incurred in the service of the State. If Federal Signature/e-Signature Of Supervisor GSA standard lodging rates are used, I affirm that I Less Advance \$ complied with the policy criteria for such rates. Signature/e-Signature Of Claimant Name Of Supervisor Reimbursement \$ FOR USE BY IDS FINANCIAL SERVICES DIVISION Date **CENTER COMPANY ACCOUNT AMOUNT** 532714 Verified And Approved 532721 For Payment: 532724 **SUBSISTENCE OTHER EXPENSES** TRAVEL (show each city visited) **TRANSPORTATION** Daily Private Car (1) Mòde Amount In-State Out-of-State **Explanation Amount** Day From To Type Mileage Ρ В Α Τ В D Purpose of Trip: Depart Time: Return Time: R Н **Category Totals For This Day:** Ρ В

Depart Time: Return Time: R H

Category Totals For This Day: Transport. In-State Out-of-State

Α

В

Out-of-State (1) Mode of Travel: (2) Type of Subsistence: In-State P - Privately-owned car B - Breakfast \$ 10.10 \$ 10.10 A - Air \$ 13.30 \$ 13.30 I - Lunch B - Bus D - Dinner \$ 23.10 \$ 26.30 \$ 105.20 + Tax R - Rail H - Hotel \$ 89.10 + Tax 24-hr. period \$135.60 \$154.90

Check List: (1) Claimant and supervisor signature (2) Depart and return times required +

overnight status to claim meals
(3) Must have itemized hotel receipt, credit card receipt not accepted.

Other Exp.

NOTE: Purpose of trip must be noted, please indicate purpose of trip under city visited.

L

D

Purpose of Trip:

Day From To (1) Mode Daily Private Car Mileage Amount (2) In-State Out-of-State Explanation An TOTALS BROUGHT FORWARD: P B B In-State Out-of-State Explanation An Purpose of Trip: B A L In-State In-State	nount
P B B	
A	
Purpose of Trip:	
Depart Time: Return Time: R H Category Totals For This Day: Purpose of Trip: B D Depart Time: Return Time: R H Category Totals For This Day: P B Purpose of Trip: B D Depart Time: Return Time: R Return Time: R H Category Totals For This Day: B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B B	
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Purpose of Trip: B D Depart Time: Return Time: R Category Totals For This Day: H P B B L Purpose of Trip: B Depart Time: Return Time: R H Category Totals For This Day: B	
Depart Time: Return Time: R H H Category Totals For This Day: P B B Purpose of Trip: B D Depart Time: Return Time: R H Category Totals For This Day: P B B	
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Depart Time: Return Time: R H Category Totals For This Day: P B	
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P B	
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Purpose of Trip: B D	
Depart Time: Return Time: R H	
Category Totals For This Day:	
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Purpose of Trip: B D	
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Category Totals For This Day:	
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Purpose of Trip: B D	
Depart Time: Return Time: R	
Category Totals For This Day:	
P B	
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Purpose of Trip: B D	
Depart Time: Return Time: R H	
Category Totals For This Day:	
CUMULATIVE CATEGORY TOTALS: Transport. In-State Out-of-State Other	

Personnel No.

Payee's Name

	TRAVEL (show each city visited)		TRANSPORTATION		TATION	SUBSISTENCE			OTHER EXPENSES	
Day	From	То	(1) Mode	Daily Private Car Mileage	Amount	(2) Type	In-State	Out-of-State	Explanation	Amount
	TOTALS BROUGHT FORWARD:									
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cat	egory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cat	egory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:	•	В			D				
	Depart Time:	Return Time:	R			Н				
	Cat	egory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cat	egory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cat	egory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Category Totals For This Day:									
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Category Totals For This Day:									
		GORY	TOTALS:	Transport.		In-State	Out-of-State		Other Exp.	

Personnel No.

Payee's Name

	TRAVEL (show each city visited)		TRANSPORTATION			SUBSISTENCE			OTHER EXPENSES	
Day	From	То	(1) Mode	Daily Private Car Mileage	Amount	(2) Type	In-State	Out-of-State	Explanation	Amount
	TOTALS BROUGHT FORWARD:									
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cate	gory Totals For This Day:								
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			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			н				
	Cate	gory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cate	gory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cate	gory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Cate	gory Totals For This Day:								
			Р			В				
			Α			L				
	Purpose of Trip:		В			D				
	Depart Time:	Return Time:	R			Н				
	Category Totals For This Day:									
			Р			В				
			Α			L				
	Purpose of Trip:	1	В			D				
	Depart Time:	Return Time:	R			Н				
	Category Totals For This Day:				Tuesday		In Ot-t-	0		Other Terr
		GORY	TOTALS:	Transport.	-	In-State	Out-of-State		Other Exp.	

Personnel No.

Payee's Name