

**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](mailto: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**

A state-owned vehicle is unavailable, the mileage rate of \$.625 per mile applies.

\_\_\_\_\_ (Supervisor Initials)

A state-owned vehicle is available, a private vehicle is being used by choice, the mileage rate of \$.33 applies.

\_\_\_\_\_ (Supervisor Initials)

☐ Office of Special Counsel    ☐ Public Defender's Office  
☐ IDS Staff  
☐ Capital Defender  
☐ Appellate Defender  
☐ Juvenile Defender

\_\_\_\_\_  
(Defender District)

|  |                                |                             |                       |
|--|--------------------------------|-----------------------------|-----------------------|
| Payee's Name And Address <input type="checkbox"/> <b>Check If Name Or Address Change</b> | Position/Title                 | Headquarters (city)         |                       |
|  | Personnel No. (top of paystub) | Travel For (month and year) | Date Request Prepared |

|  |  |                      |    |
|--|--|----------------------|----|
| Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses, and allowances incurred in the service of the State. If Federal GSA standard lodging rates are used, I affirm that I complied with the policy criteria for such rates. | I have examined this reimbursement request and certify that it is just and reasonable. | <b>Total Cost</b>    | \$ |
| Signature/e-Signature Of Claimant  | Signature/e-Signature Of Supervisor  | <b>Less Advance</b>  | \$ |
|  | Name Of Supervisor   | <b>Reimbursement</b> | \$ |

**FOR USE BY IDS FINANCIAL SERVICES DIVISION**

| COMPANY | ACCOUNT | CENTER | AMOUNT | Date |
|---------|---------|--------|--------|------|
|         | 532714  |        |        |      |
|         | 532721  |        |        |      |
|         | 532724  |        |        |      |
|         |         |        |        |      |
|         |         |        |        |      |
|         |         |        |        |      |

Verified And Approved  
For Payment:

| TRAVEL (show each city visited) |                                      |              | TRANSPORTATION |                                 |        | SUBSISTENCE |          |              | OTHER EXPENSES |            |
|---------------------------------|--------------------------------------|--------------|----------------|---------------------------------|--------|-------------|----------|--------------|----------------|------------|
| Day                             | From                                 | To           | (1)<br>Mode    | Daily<br>Private Car<br>Mileage | Amount | (2)<br>Type | In-State | Out-of-State | Explanation    | Amount     |
|                                 |                                      |              | P              |                                 |        | B           |          |              |                |            |
|                                 |                                      |              | A              |                                 |        | L           |          |              |                |            |
|                                 | Purpose of Trip:                     |              | B              |                                 |        | D           |          |              |                |            |
|                                 | Depart Time:                         | Return Time: | R              |                                 |        | H           |          |              |                |            |
|                                 | <b>Category Totals For This Day:</b> |              |                |                                 |        |             |          |              |                |            |
|                                 |                                      |              | P              |                                 |        | B           |          |              |                |            |
|                                 |                                      |              | A              |                                 |        | L           |          |              |                |            |
|                                 | Purpose of Trip:                     |              | B              |                                 |        | D           |          |              |                |            |
|                                 | Depart Time:                         | Return Time: | R              |                                 |        | H           |          |              |                |            |
|                                 | <b>Category Totals For This Day:</b> |              |                |                                 |        |             |          |              |                |            |
| <b>CATEGORY TOTALS:</b>         |                                      |              |                |                                 |        | Transport.  | In-State | Out-of-State |                | Other Exp. |

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

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

| Payee's Name                       |                                 |              |                |                                 | Personnel No.     |             |                 |                     |                |                   |
|------------------------------------|---------------------------------|--------------|----------------|---------------------------------|-------------------|-------------|-----------------|---------------------|----------------|-------------------|
|                                    | TRAVEL (show each city visited) |              | TRANSPORTATION |                                 |                   | SUBSISTENCE |                 |                     | OTHER EXPENSES |                   |
| Day                                | From                            | To           | (1)<br>Mode    | Daily<br>Private Car<br>Mileage | Amount            | (2)<br>Type | In-State        | Out-of-State        | Explanation    | Amount            |
|                                    | <b>TOTALS BROUGHT FORWARD:</b>  |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
| <b>CUMULATIVE CATEGORY TOTALS:</b> |                                 |              |                |                                 | <b>Transport.</b> |             | <b>In-State</b> | <b>Out-of-State</b> |                | <b>Other Exp.</b> |

| Payee's Name                       |                                 |              |                |                                 | Personnel No.     |             |                 |                     |                |                   |
|------------------------------------|---------------------------------|--------------|----------------|---------------------------------|-------------------|-------------|-----------------|---------------------|----------------|-------------------|
|                                    | TRAVEL (show each city visited) |              | TRANSPORTATION |                                 |                   | SUBSISTENCE |                 |                     | OTHER EXPENSES |                   |
| Day                                | From                            | To           | (1)<br>Mode    | Daily<br>Private Car<br>Mileage | Amount            | (2)<br>Type | In-State        | Out-of-State        | Explanation    | Amount            |
|                                    | <b>TOTALS BROUGHT FORWARD:</b>  |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
|                                    |                                 |              | P              |                                 |                   | B           |                 |                     |                |                   |
|                                    |                                 |              | A              |                                 |                   | L           |                 |                     |                |                   |
|                                    | Purpose of Trip:                |              | B              |                                 |                   | D           |                 |                     |                |                   |
|                                    | Depart Time:                    | Return Time: | R              |                                 |                   | H           |                 |                     |                |                   |
|                                    | Category Totals For This Day:   |              |                |                                 |                   |             |                 |                     |                |                   |
| <b>CUMULATIVE CATEGORY TOTALS:</b> |                                 |              |                |                                 | <b>Transport.</b> |             | <b>In-State</b> | <b>Out-of-State</b> |                | <b>Other Exp.</b> |

|                             |                                 |              |                |                                 |               |             |          |              |                |            |
|-----------------------------|---------------------------------|--------------|----------------|---------------------------------|---------------|-------------|----------|--------------|----------------|------------|
| Payee's Name                |                                 |              |                |                                 | Personnel No. |             |          |              |                |            |
|                             | TRAVEL (show each city visited) |              | TRANSPORTATION |                                 |               | SUBSISTENCE |          |              | OTHER EXPENSES |            |
| Day                         | From                            | To           | (1)<br>Mode    | Daily<br>Private Car<br>Mileage | Amount        | (2)<br>Type | In-State | Out-of-State | Explanation    | Amount     |
|                             | TOTALS BROUGHT FORWARD:         |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | Purpose of Trip:                |              | B              |                                 |               | D           |          |              |                |            |
|                             | Depart Time:                    | Return Time: | R              |                                 |               | H           |          |              |                |            |
|                             | Category Totals For This Day:   |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | Purpose of Trip:                |              | B              |                                 |               | D           |          |              |                |            |
|                             | Depart Time:                    | Return Time: | R              |                                 |               | H           |          |              |                |            |
|                             | Category Totals For This Day:   |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | Purpose of Trip:                |              | B              |                                 |               | D           |          |              |                |            |
|                             | Depart Time:                    | Return Time: | R              |                                 |               | H           |          |              |                |            |
|                             | Category Totals For This Day:   |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | Purpose of Trip:                |              | B              |                                 |               | D           |          |              |                |            |
|                             | Depart Time:                    | Return Time: | R              |                                 |               | H           |          |              |                |            |
|                             | Category Totals For This Day:   |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | Purpose of Trip:                |              | B              |                                 |               | D           |          |              |                |            |
|                             | Depart Time:                    | Return Time: | R              |                                 |               | H           |          |              |                |            |
|                             | Category Totals For This Day:   |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | Purpose of Trip:                |              | B              |                                 |               | D           |          |              |                |            |
|                             | Depart Time:                    | Return Time: | R              |                                 |               | H           |          |              |                |            |
|                             | Category Totals For This Day:   |              |                |                                 |               |             |          |              |                |            |
|                             |                                 |              | P              |                                 |               | B           |          |              |                |            |
|                             |                                 |              | A              |                                 |               | L           |          |              |                |            |
|                             | 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 Exp. |