**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 July 1, 2023, the following reimbursement rates are in effect:

1. Mileage on Privately-Owned Vehicles: Effective for travel on or after September 1, 2022, the mileage rate is $.33 per mile for travel if a state-owned vehicle is available and the employee uses a personal vehicle by choice or $.625 per mile for travel if a state-owned vehicle is not available.
2. Rental Vehicles: Employees are encouraged to use their office’s state cars if feasible, especially if they are traveling more than 150 miles per trip, or to request preapproval of a rental car under the [NC contract with Enterprise](https://files.nc.gov/ncdoa/pandc/Documents/StateTermContracts/STC975B/975B.pdf).

For questions or preapproval requests contact Shannon Simmons at 919-890-1660 or [shannon.j.simmons2@nccourts.org](mailto:shannon.j.simmons2@nccourts.org).

1. Meals: Please note that there are specific rules governing the meals that are eligible for reimbursement, which depend on departure and arrival time.
   1. **In-State**: $10.10 for breakfast; $13.30 for lunch; $23.10 for dinner; or
   2. **Out-of-State**: $10.10 for breakfast; $13.30 for lunch; $26.30 for dinner.
2. Lodging: The actual cost of over-night lodging, plus actual taxes incurred, not to exceed the following per night:
   1. **In-State**: $89.10 per night; or
   2. **Out-of-State**: $105.20.

A valid hotel receipt is required, and credit card receipts will not be accepted.

1. Other: Any other travel-related expenses (e.g., parking) must be supported by receipts.

To claim reimbursement, you must submit a completed form [IDS-A-25](https://www.ncids.org/wp-content/uploads/2023/04/IDS_A_25-IDS-TRAVEL-FORM-7.3.23.pdf) within 30 days after the end of the month for which expenses are claimed.

If you have questions, please contact Shannon Simmons, IDS Financial Services, at [shannon.j.simmons2@nccourts.org](mailto:shannon.j.simmons2@nccourts.org).