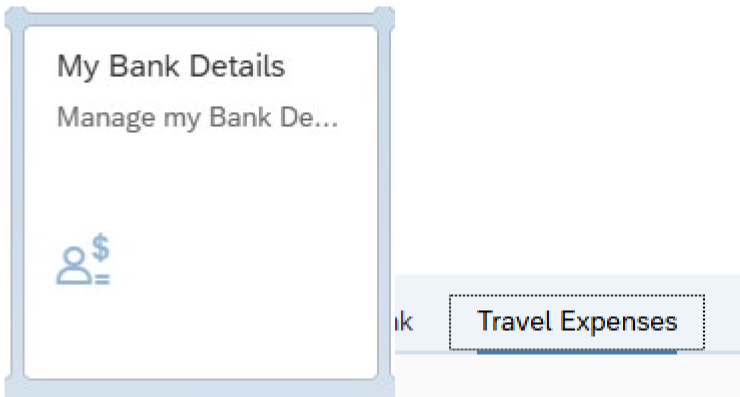
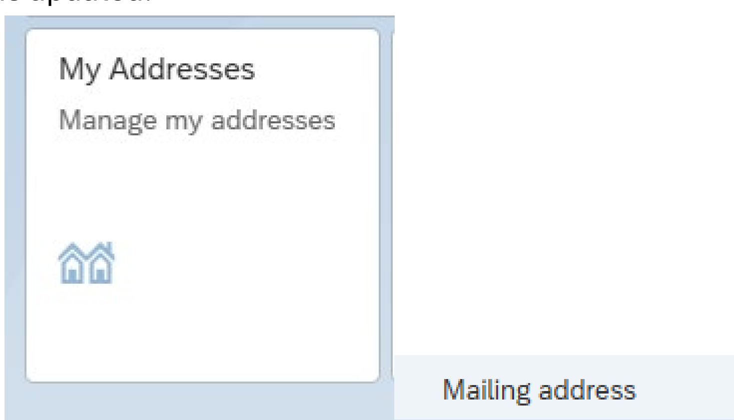
Employee Reimbursements:

PAYMENT OPTIONS:

a.) **Direct Deposit**: Log into FIORI and select “My Banking Details”. Next select “Travel Expenses”-complete banking details. It takes 30 days-the employee will receive checks until the direct deposit syncs with NCFS.



b.) **Checks**: Log into FIORI and select “My Address”. Make sure your “Mailing Address” is updated.



FORMS:

a.) **Travel Reimbursements**: IDS_A_25. Important because IDS rates differ from AOC rates. This form is for everything travel related: mileage, hotel, meals, etc.

IDS_A_25-IDS-TRAVEL-FORM-7.3.23.pdf

b.) **IDS Employee Reimbursement**: Use for registrations, office materials, work related services. Also used for annual Parking Reimbursement.

https://www.ncids.org/wp-content/uploads/2023/10/EmployeeReimbursement_10.2023.pdf

c.) **Request for Special Travel and Training**: Use when receiving special permission for travel or training. Include with your IDS_A_25 when seeking reimbursement.

https://www.nccourts.gov/assets/documents/forms/a182_1.pdf?VersionId=i84TspoeSEG9cvaKAt133lFOsEd8JW80

COMPLETING FORMS:

a.) Always include Beacon/Personnel Number. This number is found next to your name in FIORI.
b.) Forms must be signed by your supervisor.
c.) Always complete the Mileage Rate Attestation if claiming mileage (IDS_A_25).
d.) Always include receipts for hotel stays, registrations and purchases.
e.) Submit all completed forms to ids.employee.reimbursements@nccourts.org.

MILEAGE:

a.) **Mileage within your assigned county is NOT reimbursable (unless you are an investigator)**.
b.) If traveling outside your county and a **state-owned vehicle is unavailable**: **$0.625 per mile**
c.) If traveling outside your county and a **state-owned vehicle is available** but you choose to use your personal transportation: **$0.33 per mile**

HOTEL & MEAL RATES:

a.) IDS Hotel Rates:

a. In-State: $89.10 plus all taxes
b. Out-of-State: $105.20 plus all taxes
c. Resort Fees are considered part of the Room Rate. They are not reimbursable on top of the room rate.

b.) Meals:

a. Meals are only allowed if you are in Overnight Status.
b. **Breakfast**: In-State $10.10, Out-of-State $10.10
    i. Departure Location (Day 1): must leave before 6:00 AM.
    ii. Overnight: Allowed if not provided by event.
    iii. Return Location (Last Day): return after 8:00 AM.
c. **Lunch**: In-State $13.30, Out-of-State $13.30
    i. Departure Location (Day 1): must leave before 11:00 AM.
    ii. Overnight: Allowed if not provided by event.
    iii. Return Location (Last Day): return after 1:00 PM.
d. **Dinner**: In-State $23.10, Out-of-State $26.30
    i. Departure Location (Day 1): must leave before 6:00 PM.
    ii. Overnight: Allowed if not provided by event.
    iii. Return Location (Last Day): return after 8:00 PM.