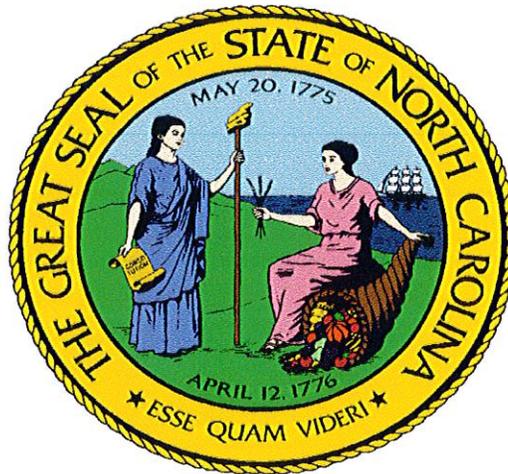


NORTH CAROLINA DEPARTMENT OF ADMINISTRATION

POLICIES AND PROCEDURES

TRAVEL CONFERENCES



STATE OF NORTH CAROLINA	SUBJECT:	
DEPARTMENT OF ADMINISTRATION	TRAVEL AND CONFERENCES	
INTERNAL POLICY	TAB FISCAL ADMINISTRATION	NO. FA 006-013

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Purpose:

To facilitate an effective and fiscally feasible conference.

Action:

Responsibility of Division

1. Determines need to conduct a conference.
2. Prepares conference agenda.
3. Sets an appropriate registration fee.
Note: The fee should be set at a level that will completely cover expenses, but not leave a sizable surplus. The fee may not include costs of entertainment, alcoholic beverages, set-ups or flowers.
4. Determines whether Chief Fiscal Officer guidelines considers the assembly a formal conference. The determinants are:
 - a. The conference is planned in detail in advance, with a formal agenda or curriculum
 - b. There is a written invitation to participants, setting forth the calendar of events, the social activities, if any and the detailed schedule of costs.
5. Prepares a written budget authorization on Form SO-20 for lump sum payments to a conference center or an organization. The authorization must state:
 - a. The purpose and duration of the assembly
 - b. The number of persons expected to attend
 - c. Refreshments may be provided for “coffee breaks” provided there are twenty or more participants and costs do not exceed four dollars (\$4.50) per participant, per day.
 - d. The specific meals to be served at the conference (payment for meals can only be employees of a single State department, institution or agency and must be necessary for conducting official State business; law prohibits lunches being provided to state employees unless registration fees are charged to all attendees)
 - e. The approximate daily subsistence cost per person
 - f. The name of the conference center, hotel, caterer or other organization providing the service.
6. Forwards authorization to the Deputy Secretary for review.
7. Review authorization and forwards it to the Secretary for approval or disapproval.

Responsibility of Secretary

8. Approves and forwards a copy of the approved authorization to Fiscal Management and the Division Director. If disapproved, forwards the disapproved proposal to the Division Director.

Responsibility of Division

9. If approved, obtains a pre-numbered receipt book from Fiscal Management and prepares a signed receipt for each registration fee receive.
10. Collects fees and forwards the fees and the receipt book containing copies of the issued receipts to Fiscal Management.

Responsibility of Fiscal Management

11. Verifies that copies of receipts match the fees submitted and issues a receipt for the total amount to the person delivering the funds.
12. Deposits the funds with the State Treasurer to the account of the sponsoring agency.

Responsibility of Division

13. Prepares a list of names, addresses and affiliations of those attending.
14. Submits approved itemized invoices to Fiscal Management.

Responsibility of Fiscal Management

15. Pays the appropriate expenses incurred by the conferences from the registration fees deposited for that purpose and returns any surplus to the General Fund.

FA – 007 Travel - Advances

Purpose:

To establish a system for processing travel advances and to assure compliance with State Budget Manual, Section 5.

Action:

Responsibility of Division

1. Director determines need for employee travel advance.
2. Prepares Employee Advance Request Form and submits 10 days before scheduled travel to Fiscal Management requesting travel advance for employee. Attach approved Budget Authorization (SO-20) form if one is required for the trip. (Example: overage on lodging).

Responsibility of Fiscal Management

3. Determines if amount of travel advance is reasonable and will, if applicable, adjust the amount of the advance based on estimated expenses and policy established by OSBM.
4. Make appropriate budget transactions and issue check to employee not more than five days prior to scheduled departure.

Note: In some cases, more than one travel advance may be required for a trip in order to take advantage of reduced cost airline ticket, hotel reservations, etc., and still comply with the statute requiring that travel advances not be made more than five days before departure date.

FA – 008 Travel - Excess Travel

Purpose:

To establish a uniform system for authorization of travel in excess of the travel regulations established in the State Budget Manual, Section 5.

Action:

Responsibility of Division

1. Employee's Supervisor or Division Director determines need for travel or travel advance in excess of State Budget Manual, Section 5.
2. Prepares Form SO-20 (<http://www.doa.nc.gov/insider/fiscal-forms.aspx>) Budget Authorization and obtains Division Director's signature.

3. Sends original Form SO-20 to Fiscal Management for CFO's signature and then send to the Deputy Secretary or Secretary for signatures if required and returned to Fiscal Management for distribution and file.

FA – 009 Travel - Mileage Reimbursement

Purpose:

To establish a uniform system for authorization of reimbursement for a personal vehicle in accordance with the travel regulations, the employee shall follow procedures established in the State Budget Manual, Section 5.

FA – 010 Travel - Out-of-Country

Purpose:

To establish a uniform system for authorization of out-of-country travel.

Action:

Responsibility of Division

1. Division Director determines need for out-of-country travel.
2. Prepares Form SO-20, Budget Authorization, signs and forwards to the Secretary's Office.

Responsibility of Secretary's Office

3. Secretary approves/disapproves out-of-country travel.
4. Keeps a copy of the approved Form SO-20.
5. Send to Fiscal Management for distribution to Fiscal Management file and Division. Disapproved Form SO-20 is returned to the Division.

FA – 011 Travel - Reimbursement

Purpose:

To establish a uniform system for processing travel reimbursements and to assure compliance with State Budget Manual, Section 5.

Action:

Responsibility of Division

1. Employee, upon return from trip, prepares Form BD-403 Request for Reimbursement of Travel on monthly basis. <http://www.doa.nc.gov/insider/fiscal-forms.aspx>

Note: Direct payments shall not be made for hotels/motels.

2. Employee signs, attaches appropriate documentation and submits to supervisor for approval.
3. Supervisor approves/disapproves. If disapproved, BD-403 is returned to the employee. If approved, the supervisor forwards BD-403 to Fiscal Management.

Responsibility of Fiscal Management

4. Audits travel reimbursement request and contacts Division personnel for any clarification or adjustments needed. Appropriate budget transactions are made and e-payment is made to employee.

FA – 012 Vehicles, Temporary Assignment of

Purpose:

To establish a controlled system for obtaining a state temporary vehicle for approval travel.

Action:

Responsibility of Employee

2. Submits written request to immediate supervisor at least ten working days prior to travel. Request should state justification for travel and include an itinerary.

Note: Round trips of 100 miles or less require only verbal approval from immediate supervisor and approval of Division Director if employee drives his/her personal car.

Responsibility of Immediate Supervisor

3. Approves and forwards to Division Director.

Responsibility of Division

4. Verifies that adequate funds are available in budget.
5. Prepares Request for Motor Pool Vehicle (Form FM-2) to include signature of Division Director.

Note: Please contact Motor Fleet Management for this form.

Responsibility of Employee

6. Hand carries approved Request for Motor Pool Vehicle to Motor Fleet Management on travel day, shows valid driver's license of the assigned driver and all other passengers who are subject to drive the vehicle during its temporary assignment.

Responsibility of Motor Fleet Management

6. Assigns car. Processes FM-2 and gives driver's kit to employee. Gives blue copy of FM-2 to driver.

Responsibility of Employee

7. Upon completion of travel, returns car to Motor Fleet, records odometer reading and returning driver's kit to dispatcher.

Responsibility of Motor Fleet Management

8. Processes FM-2 and forwards to Billing Unit for processing.

Responsibility of Employee

9. Returns blue copy of FM-2 to Division.

Responsibility of Division

10. Files blue copy of FM-2 to Division.

Responsibility of Motor Fleet Management

11. Each month forwards a Motor Fleet Invoice to Chief Fiscal Officer.

Responsibility of Fiscal Management

12. Makes appropriate budget transactions.

FA – 013 Vehicles, Permanent Assignment of

Purpose:

To establish a controlled system for obtaining a state vehicle for more than one month.

Action:

Responsibility of Employee

1. Submits written request to immediate supervisor.

Responsibility of Immediate Supervisor

2. Approves/disapproves. If approved, forwards to Division Director.

Responsibility of Division

3. Verifies that adequate funds are available in budget.

4. Prepares application for Permanent Assignment of Passenger Vehicle including signature of division Director and Department Secretary or designee.

5. Forwards Application to Motor Fleet Management at least 30 calendar days prior to date of need. A photocopy of the assigned driver's valid driver's license shall be submitted with the application form.

Responsibility of Motor Fleet Management

6. Reviews application for proper justification.

7. Processes application and calls individual to arrange for vehicle pick-up.

8. Copy is sent to Division vehicle coordinator for filing.

Responsibility of Division

9. Upon notification of pick-up date, makes arrangement to pick up vehicle.

10. Travels to Motor Fleet Management. Receives one Permanent Assigned Vehicle Travel Logs (FM-12) and vehicle information packet.

Responsibility of Motor Fleet Management

11. Processes application copy and supplies driver's kit and instructions to employee.

12. Enters data and files original.

13. Sends copy to user agency.

Responsibility of Employee

14. Maintains FM-12 for mileage driven.

15. Each month forwards copy of FM-12 to division.

Responsibility of Motor Fleet Management

16. Each month forwards Motor Fleet Invoice listing charges for each of the divisions to Chief Fiscal Officer.

Responsibility of Division

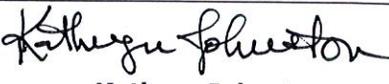
17. Each month, sign and forward copy of FM-12 to Fiscal Management.

Responsibility of Fiscal Management

18. Makes appropriate budget transactions.

Reference: Fiscal-037, Commuting in State-Owned Motor Vehicles, DOA Policy and Procedure Manual

Note: Please contact Motor Fleet Management or visit www.ncmotorfleet.com.

Approved by the Secretary of Department of Administration:	 Kathryn Johnston
Approval Date:	Version : FA – 006 -013 (V.1) – 07/01/2016
Effective Date:	
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THIS POLICY SUPERSEDES ALL PREVIOUS TRAVEL POLICIES