

TRAVEL INFORMATION AT A GLANCE: EFFECTIVE January 1, 2024

| ITEM                                   | IN-STATE    | OUT-OF-STATE | OVERNIGHT TRIP*  |
|--|-------------|--------------|--|
| Breakfast                              | \$10.10     | \$10.10      | Depart duty station prior to 6 am  |
| Lunch                                  | \$13.30     | \$13.30      | Depart duty station prior to noon (day of departure) or return to duty station after 2 pm (day of return).       |
| Dinner                                 | \$23.10     | \$26.30      | Depart duty station prior to 5 pm (day of departure) or return to duty station after 8 pm (day of return).       |
| Hotel (actual, up to)                  | \$89.10     | \$105.20     | <b>At least 35 miles</b> from the employee's duty station or home, <b>WHICHEVER IS LESS.</b>                     |
| Mileage (employees)                    | \$0.67/mile | \$0.67/mile  | Mileage is measured from duty station or point of departure/home, <b>whichever is closer to the destination.</b> |
| Mileage (Board and Commission Members) | \$0.25/mile | \$0.25/mile  |  |

\*Overnight travel/lodging only authorized and paid to support business needs and final travel destinations **at least 35 miles** from the employee's duty station or home, **WHICHEVER IS LESS.**

IMPORTANT REMINDERS

Justification and prior authorization are required for excess lodging.

DEQ does not reimburse trip insurance including but not limited to car rental insurance, flight insurance, etc.

Receipts are required for the following:

*(North Carolina state sales tax **CANNOT** be included if using p-card)*

- Hotel
- Transportation (Uber, tax, train, flight, ferry, etc)
- Registration
- Parking
- Tolls