

TRAVEL INFORMATION AT A GLANCE: EFFECTIVE January 1, 2022

Item	In-State	Out-of-State	Overnight Trip	Travel Authorization- Div. Director Approve	Travel Authorization- DEQ Assist Secretary Approve
Breakfast	\$ 9.00	\$ 9.00	Leave Office before 6:00 AM		
Lunch	\$11.80	\$11.80	Leave Office before 12:00 Noon; Overnight return after 2:00 PM		
Dinner	\$ 20.50	\$ 23.30	Depart office before 5:00 PM or Return after 8:00 PM and Extend workday by 3 hours		
Hotel (actual, up to)	\$ 78.90	\$ 93.20		Yes	
Registration				Yes	
Rental car				Yes	
Non-DENR employees (actual, up to)	\$ 78.90	\$ 93.20		Yes	
Air travel, in-state				Yes	
Out-of-country travel				Yes	Yes
Meetings- conducted at non-state facility				Yes	No

Receipts required for the following:

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|-------------------------|--|
| 1. Hotel | 2. All Telephone calls must have documentation and receipt attached (showing number & purpose of call). |
| 3. Tolls | 4. Public transportation (airport to hotel & back to airport) - Without receipts, reimbursed \$5 for each one way trip |
| 5. Registration | 6. Taxi, shuttle, train, etc. - receipt for any amount except subway, MARTA |
| 7. Parking, any amount* | |

Please remember:

- Need justification for excess lodging. Convenience and personal preference are not good reasons.
- When on overnight status, should be at least 35 miles from office or home.
- Mileage rates are:** 58.5 cents per mile = Use of personal vehicle
- \$10 maximum per day parking at RDU airport
- Baggage tips, greater than \$2.00 round trip (or \$1 each way), maximum \$4.00 per trip

EXPENDITURE ACCOUNT CODES, FY (JULY – JUNE)		EMPLOYEE ACCOUNT CODES FOR TRAVEL
ACCOUNT CODE		
	IN-STATE DESCRIPTION	
532711	Transportation (AIR)	
532714	Transportation (GROUND) Private car, rental car, train, shuttle service, subway, taxi, limo	
532717	Other Transportation (FERRY)	
532721	Subsistence (LODGING)	
532724	Subsistence (MEALS)	
532727	Miscellaneous (PARKING, BAGGAGE, TOLLS)	
	OUT-OF-STATE DESCRIPTION	
532712	Transportation (AIR)	
532715	Transportation (GROUND) Private car/state car, rental car, train, subway, taxi, limo, shuttle service, metro	
532718	Other Transportation (FERRY)	
532722	Subsistence (LODGING)	
532725	Subsistence (MEALS)	
532728	Miscellaneous (PARKING, BAGGAGE, TOLLS)	
	OUT-OF-COUNTRY DESCRIPTION	
532713	Transportation (AIR)	
532716	Transportation (GROUND)	
532719	Other Transportation (FERRY)	
532723	Subsistence (LODGING)	
532726	Subsistence (MEALS)	
532729	Miscellaneous (PARKING, BAGGAGE, TOLLS)	
	NON-DENR, COMMISSION PERSONNEL	
532731	Transportation (GROUND & AIR), In-state & Out-of-state (COMMISSION & NON-DENR EMPLOYEES). This includes state and private sector employees.	
532732	Subsistence, In-state (COMMISSION & NON-DENR EMPLOYEES). This includes state and private sector employees.	
	MISCELLANEOUS EXPENDITURES	
532930	Registration fees for workshops, seminars, conferences, meetings will usually be reflected on travel authorization (IN-STATE & OUT-OF-STATE)	
532799	Travel Advances	