

**North Carolina Department of Labor
Occupational Safety and Health Division**

Administrative Information System

Administrative Procedure Notice 11E

Subject: Vehicle Usage and Mileage Reimbursement

- A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures for vehicle usage and mileage reimbursement.
- B. **Background.** The division's budget has experienced cuts in excess of \$1,000,000 in recent years. To maximize the remaining travel funds in order to conduct mandatory activity, and provide funding for employee training and professional development, prudent budget policies must be established.
- C. **Procedure.**
1. The use of state vehicles for employee travel is recommended in order to make best use of travel funds allocated to our division. The North Carolina Department of Labor will reimburse all transportation by personal vehicle for state business that does not exceed 100 miles roundtrip at the rate of \$0.40 per mile. If a state owned vehicle is not available for the employee's state business travel, regardless of distance, NCDOL will reimburse at \$0.40 per mile. If an employee chooses to use their personal vehicle and exceeds 100 miles roundtrip and a state vehicle is available, NCDOL will reimburse at \$0.30 per mile.
 2. Teleworkers required to report to their assigned field office per contract agreement, will not be reimbursed for mileage on their assigned day in the office. Teleworkers called into the office by management on a non-required office day (for a meeting, etc) will be reimbursed at the rate of \$0.30 per mile.
 3. It is the responsibility of each supervisor to ensure that employees adhere to the division budget policies.
 4. In an effort to maximize the division's travel funds, employees are encouraged to car pool with coworkers. A car pooling arrangement will be most feasible for meetings and training events in which employees from district offices must travel to a designated location.
- D. **Expiration.** APN 11D is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.

Signed on Original
Tammy Higgins
Administrative Officer II

Signed on Original
Allen McNeely
Director

8/27/2013
Date of Signature