

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

Administrative Information System

Administrative Procedure Notice 11F

Subject: Vehicle Usage and Mileage Reimbursement

- A. **Purpose.** This Administrative Procedure Notice (APN) establishes the procedures for vehicle usage and mileage reimbursement.
- B. **Background.** To maximize the division's travel funds in order to conduct mandatory activity, and to comply with the Office of State Budget Management (OSBM) guidelines, prudent budget policies must be established.
- C. **Procedure.**
1. The use of state vehicles or state contract rental cars 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 \$0.545 per mile. If an employee chooses to use their personal vehicle and exceeds 100 miles roundtrip, NCDOL will reimburse at \$0.33 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 \$0.33 per mile.
 3. NCDOL travel reimbursement forms must be completed and submitted for travel reimbursement associated with the use of a personal vehicle. 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 11E 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

Kevin Beauregard

Director

4/2/2018

Date of Signature