

FSD Cheat Sheet

- Pursuant to NCGS 138-6(c), employee requests for reimbursement must always be filed within thirty (30) days after the travel period ends for which the reimbursement is being requested.
- On the Travel Reimbursement Form, employees should use the drop-down menu in choosing the correct OSH section – snapshot below.

Division	<input type="button" value="▼"/>
Duty Station	OSH - Administration OSH - Agriculture Safety & Health OSH - Compliance East OSH - Compliance West OSH - Consultative Services OSH - ETTA OSH - Library OSH - PSIM
Employee's Name (first, middle, last)	
Title	
Address	

- Employees need to always utilize their Beacon identification (PERNR) number on the Travel Reimbursement Form. FSD staff will use this identifier to search for and track employees and their reimbursement requests within the new accounting system.

BEACON Number

- Employees need to always utilize their full legal name as listed in Beacon on the Travel Reimbursement Form because nicknames and/or other assumed names will no longer be permitted once the State switches accounting systems. This is also how FSD staff will cross reference the employee's legal name to ensure the correct Beacon ID was provided before issuing payment.

Employee's Name (first, middle, last)

- On the Travel Reimbursement Form, employees will check either yes or no on the first page regarding their vehicle usage - snapshot below. If one of these boxes is not selected, mileage will not be calculated as expected. This change came about due to staff being assigned a permanent MFM vehicle and opting to drive their personal vehicle. When this happens, staff will be reimbursed at the lesser MFM rate rather than the IRS rate. If there are unforeseen/unavoidable issues that prevent their permanently assigned MFM vehicle from being utilized, an exception process must be provided to FSD. The exception process requires the reason for the exception, which must be documented and approved by the supervisor and submitted with the travel reimbursement request.

Assigned a Permanent MFM Vehicle or Approved Personal Vehicle Waiver?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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- All approved Travel Reimbursement Form and associated receipts being sent to FSD must always be legible. If FSD staff cannot clearly identify what is being requested for reimbursement, then this will delay issuance of payment because better copies will be required. Please be aware that under the State's new accounting system, the Travel Reimbursement scans sent to FSD will be uploaded electronically to the payment record for audit purposes.

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- Employees need to indicate the reason for the trip, which starts on page 2 of the Travel Reimbursement Form – snapshot below. If expenses are requested for this date and no trip reason is given an error message will be visible outside of the print range.

Reason for Trip:	
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- Employee meals may only be reimbursed if in overnight travel status. Overnight travel status includes the day of departure and the day of return. Overnight status determines eligibility for meal reimbursement, however only some meals are reimbursement based on departure and arrival times. Do not forget to complete the departure and arrival times, which start on page 2 of the Travel Reimbursement Form – snapshot below.

Depart	a.m.
Return	p.m.

If the employee is in overnight travel status, outlined below are the specific qualifications to claim meals:

- **Breakfast:** depart duty station before 6:00 a.m.
- **Lunch:** depart duty station before Noon (*day of departure*) **or** return to duty station after 2:00 p.m. (*day of return*).
- **Dinner:** depart duty station before 5:00 p.m. (*day of departure*) **or** return to duty station after 8:00 p.m. (*day of return*).

- Employees need to utilize the drop-down menu when other expenses are listed which starts on page 2 of the Travel Reimbursement Form – snapshot below. This list is not exhaustive and includes the most common “other” requests. If the employee is claiming something that is not on the drop-down list, the bottom two cells in the section are free form and staff can enter the explanation there.

Other Expenses		
3	Explanation	Amount
	No Hotel Claimed	
	Carwash	
	Clothing/Safety Shoes	
	Gasoline	
	Home Office Internet	
	Membership Dues	
	Misc. In-State	
	Misc. Out-of-State	
	Other Materials/Supplies	
	Parking	
	Postage	
	Printing/Copying	

- Once the new accounting system is implemented in October 2023, initial payroll information will be ported over from Beacon to establish the employee’s Beacon identification (PERNR) number and banking information. Any subsequent banking information changes after the initial set up will still need to be updated by FSD staff. For security purposes,

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please **do not** email bank account information, please either send it to FSD via fax (919-715-9094), U.S. Mail, or interoffice mail. A Non-Payroll Direct Deposit Request template is included for your reference.

- Employees need to include the approved Blanket Travel or DOLB-8 Pre-Travel Authorizations with the Travel Reimbursement request. A Travel Reimbursement Review Checklist has been included and is part of the Travel Reimbursement workbook that will assist staff in ensuring that all required documentation is submitted to FSD.
- **Safety Shoes** – If NCDOL employees are required to wear safety shoes in the performance of their duties, employees are eligible for reimbursement of these expenses. Eligible employees are allowed a reimbursement of \$125 per pair of safety shoes every 12 months or a second option up to \$250 per pair of safety shoes every 24 months as allowed per the OSBM Budget Manual. Please note that NCDOL requires all safety shoes to be ASTM and ANSI certified in order for employees to be eligible for reimbursement. If this safety certification is not printed on the receipt (and it generally is not) FSD will need additional documentation that supports the ASTM and ANSI certification, such as a picture of this information on the shoe box or the tag within the shoe that shows this shoe meets the standard. There are two ways for staff to purchase required safety shoes:
 - **Option 1** - Staff that would like to have the agency to purchase and pay for their safety boots will have to select from the available options provided by Grainger – **no exceptions**. Grainger is on mandatory STC 2711B which covers safety equipment. This means staff cannot go into Saf-gard, Liner's, Redwing, etc. and expect the agency to issue payment even though these businesses will direct bill NCDOL.
 - **Option 2** - Staff that would like to continue purchasing from the vendor of their choice can still be reimbursed through the monthly travel reimbursement process that must include a legible receipt and proof that the ANSI or ASTM standard has been met.
- **Prescription Safety Glasses** – Prescription safety glasses are ordered ONLY from Correction Enterprise's Nash Optical Plant. Prescription safety glasses can be replaced on an annual basis unless an employee's prescription changes or when the safety glasses are damaged during normal wear and use. Each employee may purchase/receive no more than two (2) pairs of prescription safety glasses (tinted/untinted) annually without NCDOL Management approval. The ordering process goes as follows:
 - Prescription order forms may be obtained directly from the NCDOL intranet or from the FSD Purchasing Office.
 - The employee will take the RX form to a participating eye care professional who will complete and sign the form. Any examination and fitting fees will be the responsibility of the employee.
 - The employee returns the RX form to their respective office administrative staff member(s) for processing. Orders that are sent directly to the Nash Optical Plant will not be processed.
 - The FSD Purchasing Office will assign a purchase order number and forward the processed form directly to Nash Optical.
 - Nash Optical will complete the RX and ship the completed safety glasses to the eye care professional located in the "Ship To:" section of the form for verification.
 - The eye care professional will contact the employee to come into their office for dispensing of eyewear. Please note that safety glasses cannot and will not be shipped directly to employees.
 - The employee must notify the FSD Purchasing Office via email after receiving their order to ensure proper payment is issued to Nash Optical.
 - If employees should encounter any problems pertaining to their order or need any additional information, please contact the Purchasing Office via email at DOL.Purchasing@labor.nc.gov.

Travel Reimbursement Review Checklist

* Not required to be submitted with travel reimbursement request but strongly recommended to reduce errors/delays in travel reimbursement processing.

		YES	NO	N/A
1	Are the employee & supervisor signatures on form?			
2	Is employee's BEACON ID on the form?			
3	Is the employee's center code on the form? (Use drop down In Division Name box to have center populate.)			
4	Does the Period Covered dates match the travel dates?			
5	Does the travel reimbursement exceed the thirty (30) day submittal timeframe? If so, a valid justification approved by the supervisor must be attached. (A travel period is defined as the calendar month during which the travel occurred from the first day an employee enters travel status through the last day of travel status for that given time frame.)			
6	Is the appropriate budget pre-travel authorization (DOLB-8 and/or Blanket) attached?			
7	Is the "reason for trip" specified for each trip taken?			
8	Are the trip departure and arrival times complete for each trip where meals or lodging are being claimed?			
9	If attending a conference, is the conference agenda attached (this is used to determine if meals were part of paid registration)?			
10	Are legible receipts attached to the request if reimbursement is for more than mileage/meals?			
11	Invoices must show a zero (.00) balance. If not, proof of payment must be attached. (i.e. credit card or bank statement).			
12	If the employee is using a mileage log other than the log included in the reimbursement workbook, does the mileage per day and the total mileage match the reimbursement request? (Using the log in the workbook will show an error by date if the miles do not match. This does not show up on the printed			
13	If employee is using a rental car and claiming gasoline expense, is the rental agreement attached?			
14	If a reimbursement is requested for safety shoes, has the employee noted if they are claiming a 1yr or 2yr allowance?			

If you are an employee and answered "No" to any of the above, please complete the item prior to sending your form to your Admin Staff or Supervisor. If you are Admin Staff or a Supervisor, please complete the item prior to sending the form to DOL.AccountsPayable@labor.nc.gov

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Travel Reimbursement Quick Reference Guide State Employee Travel Rates and Limitations Per NCDOL Travel Policy and Procedures Effective 07/01/2023

Please refer to the NCDOL Travel Policy & Procedure Manual for detailed information on Travel Policies and allowable reimbursements. This [DOL Travel Policy & Procedure Manual](#)

RECEIPTS - All employees must submit detailed actual/legitimate receipts that are legible for costs incurred on items requiring a receipt (i.e. lodging, parking, vehicle washes, toll booths, etc.) in order to process and finalize the travel reimbursement request. Legible (vendor name, date and amount) proof of payment such as receipts, bank or credit card statements or invoices showing payment made in full are required for all expenses except mileage or meal reimbursement.

LATE JUSTIFICATION - Any employees filing for travel reimbursement that exceeds the thirty (30) day timeframe must submit a valid justification memo approved by the employee's supervisor and/or manager for the late submission.

DOLB-8 TRAVEL AUTHORIZATION FORM - Use this form to request out-of-state and in-state travel, excess lodging, travel advance, registration and membership dues. Submit the fully completed form and supporting documentation noted to your supervisor, manager or director at least **fifteen (15) days prior** to the date of travel. The DOLB-8 for registration or membership dues should be approved and submitted to FSD fifteen (15) days prior to the payment/Early Bird deadline dates.

SUBSISTENCE - (Must be in overnight status; travel times must be **BEFORE** or **AFTER** the times indicated.)

Overnight Stay	Depart BEFORE :	Return AFTER :	Maximum allowable statutory rates for Meals and Lodging:*	
			In-State	Out-of-State
Breakfast	6:00 AM	N/A	Breakfast	\$ 10.10
Lunch	Noon	2:00 PM	Lunch	\$ 13.30
Dinner	5:00 PM	8:00 PM	Dinner	\$ 23.10
			Lodging**	\$ 89.10
			Total	\$ 135.60
				\$ 154.90

*Expenditures in excess of the statutory rates require a DOLB-8 (Budget Authorization) or Blanket Travel Authorization **approved in advance** of travel. Justification for excess must be included.

** Lodging: Sales tax, lodging tax, local tax or service fees applied to the cost of the lodging (room rate) may be claimed in addition to the statutory rates listed above. **If you are staying overnight but are not claiming hotels expenses, use the drop down box in Other Expenses - Explanation and choose "No Hotel Claimed".**

MILEAGE - Rates are listed as cents per mile. Mileage is measured from the closer of the Duty Station or Point of Departure to the destination (and return). Rates effective 01/01/2022

Mileage	MFM/State Vehicle Available	Vehicle Not Available ***	Waiver to drive personal vehicle or use of personal vehicle when permanently assigned	
			MFM/State Vehicle****	
All mileage	.655	.655		0.35
***Reimburse for use of personal vehicles on a limited basis in situations when the use of state-owned vehicles or state term contract rental vehicles are not readily available				
****Employees choosing to drive a personal vehicle on a permanent basis shall be reimbursed at the Motor Fleet Management rate (currently .35 cents per mile). An approved Transportation by Personal Vehicle waiver agreement is required. Employees assigned a permanent State/MFM vehicle but using their personal vehicle for business purposes will also be reimbursed at the current Motor Fleet Management rate.				

AIRPORT PARKING - Employees are encouraged to park utilizing Park-RDU Economy, formerly RDU Park and Ride. Currently, parking at RDU airport has a maximum reimbursement of eleven dollars (\$12) per day at Lots #3 and #4 (effective 04/01/2023). Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. An example of excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip. This will vary depending on the cost of taxis or shuttles, and the length of time a personal vehicle would be parked at the airport. For current rates see <https://www.rdu.com/parking/>

CAR WASHES/STATE OWNED VEHICLES - NCDOL staff must include a copy of the MFM travel log along with the car wash receipt for verification and audit purposes. NCDOL employees responsible for or permanently assigned to Motor Fleet Management (MFM) vehicles are permitted to have these vehicles washed/cleaned as needed but not to exceed a total cost of twenty dollars (\$20) per month. Information concerning tips is included in the DOL Travel Policy & Procedures section 5.1.28.

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Department of Labor

Return to:
DOL, Financial Services Division
Accounts Payable
1101 Mail Service Center
Raleigh NC 27699-1101

**Payment Verification Form**

New Add
 Change Existing Account

Telephone: (919) 707-7746
FAX: (919) 715-9094

ELECTRONIC PAYMENT PROCESSING FOR NON-PAYROLL PAYMENTS

Articles 6A and 6B of NC General Statute Chapter 147 of the Cash Management Act requires State employees to receive non-payroll payments (travel advances, travel reimbursements, etc.) electronically, rather than by paper check. Payments are deposited into the checking or savings account of choice. In addition to having the money deposited electronically, employees are notified of the deposit electronically, either by fax or by email. The fax or email provides all the information that would normally appear on a check stub. To establish an electronic deposit file, the employee must complete this form and return it to DOL Accounts Payable via fax, US Mail, or interoffice mail.

If you currently receive non-payroll electronic deposits, but would like to make changes to:

- your financial institution information, (call immediately if account is fraudulently accessed)
- your notification email address, or your notification fax number

Complete this form, making sure to check the box marked "Change Existing Account".

- **REQUIRED – Attach a voided check or a bank authorization letter on bank letterhead signed by a bank representative.**

Print the information below and send to the above address.

Payee (legal) Name

Beacon ID#

Tel. No:

Bank Name

Bank routing number

Checking account #

Savings account #

- **REQUIRED – Provide your FAX or e-mail address for payment notification.**

FAX #

or

E-mail address

Authorized Signature:

Date:

Division/Bureau:

Questions? Contact Brian Harper by phone at (919) 707-7746. Other A/P staff can be contacted via email at dol.accounts payable@labor.nc.gov or by fax at (919) 715-9094.