



**NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina**

Steve Troxler, Commissioner

MPID NOTICE	14-23	9-11-2023
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Instructions for Personnel Address Changes

I. PURPOSE

This notice is to provide MPID Team members guidance on how to update their address when a change has occurred.

II. CANCELLATION

MPID Notice 3-19 dated 3-29-19

III. REFERENCE

None

IV. POLICY

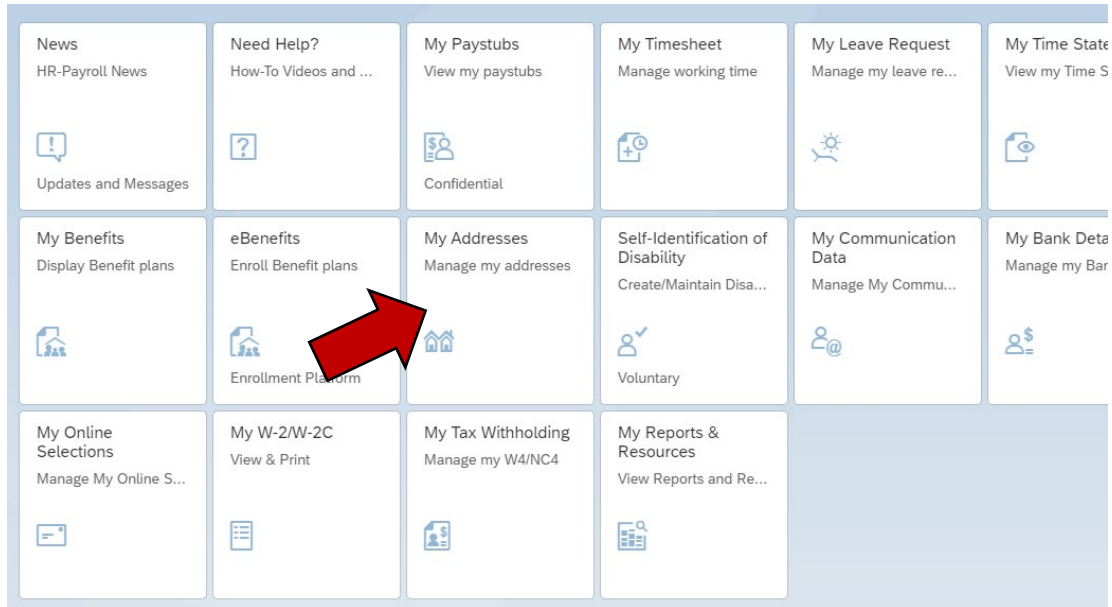
When someone changes addresses, there are three different places within the State system that need updating.

- MPID's database
- Fiori
- Travel Reimbursement system

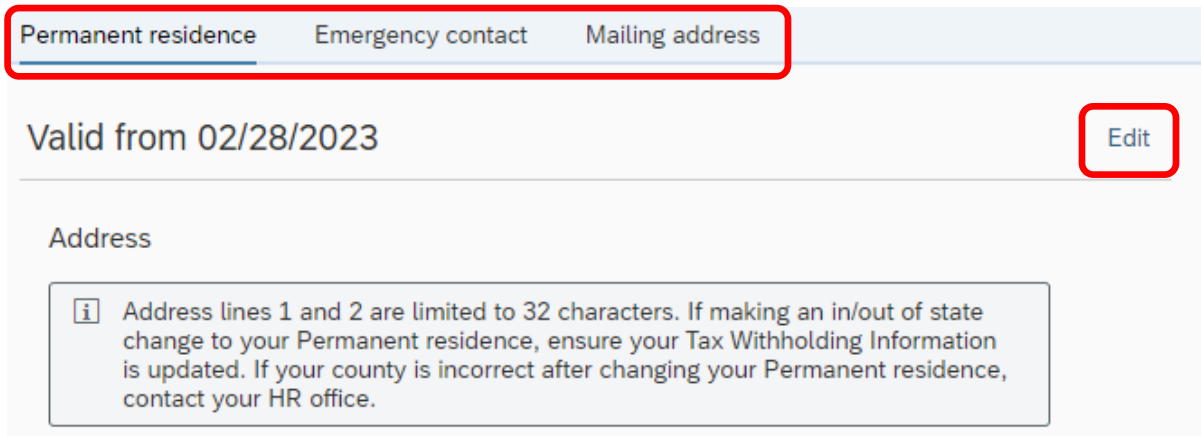
V. PROCEDURE

For changes to MPID's database, you will need to send an email with the new address to Kenyatta Daniel (Kenyatta.Daniel@ncagr.gov) and copy Chelsea Horton (Chelsea.Horton@ncagr.gov) and Pamela Flood (Pamela.Flood@ncagr.gov).

When changing your address in the Fiori system you would select the "My Addresses" block once you have logged in.



From here you will be able to change your “Permanent residence”, Emergency contact”, and “Mailing address” by selecting the item and then “Edit”. Be sure to click “Save” after you have updated your information.



For address change to the Travel Reimbursement System enter your new address on the travel reimbursement form and check the blue box (check if address is new) on the top right of the form on the first reimbursement request after the change.



Supporting documents to this form: Retain and file with your reimbursement request complete amount, receipts. Must be prepared in ink or typed. All claims for non-travel expense reimbursement must be submitted within 90 days of the expense.

Check if address is new

<i>Location</i>	<i>Beacon #</i>
	<i>Headquarters (City)</i>

Any questions?

Dr. Karen Beck
State Director

DISTRIBUTION:
All MPID Personnel

SUBJECT CATEGORY:
Administrative