



Travel Vouchers – Guidance for Soil and Water Conservation Districts
July 01, 2023



Key items to remember...

- File NO LATER than the 30 days after the meeting is held
- Send as a "batch" with division approved travel reimbursement cover sheet – copies of final board meeting minutes should be uploaded to your district's SharePoint page once approved at the next meeting.
- Vendor Electronic payment form for direct deposit should be included in the "batch" when there are changes to banking information or with first reimbursement request for new supervisors. Direct Deposits are made for overnight travel and registration fees only.
- Address Change form should be included in the "batch" when there are changes to supervisor's address.
- Employment Understanding & Decision of Payment / Waiver form, or Employment Understanding & Decision of Payment / Waiver form and tax withholding paperwork (Form W-4, Form NC-4EZ and Form I-9) should be included in the "batch" when there are changes to information, or with first reimbursement request for new supervisors who are NOT state employees.
- Submit forms to general DSWC address in Raleigh: DSWC, 1614 Mail Service Center, Raleigh, NC 27699-1614
- Make sure you are filing requests appropriately, different reimbursements are granted to state/non-state employees who serve as Supervisors, or when overnight travel is conducted
- Current travel reimbursement form title is *NC Department of Agriculture*

For DAY TRAVEL for Supervisors who are NOT State Employees, or for ANY PER DIEM claims – use "District Board Member Time Sheet"

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- Step 1: Employee Name = provide (First Last)
 Step 2: Social Security Number = provide last four digits of social security number
 Step 3: District = provide ("Onslow" SWCD)

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- Step 4: Fill in meeting Date in cell A8
 Step 5: Use drop-down menu to fill in meeting type, or manually type selection: "District Board Meeting", "Spot Check", "Area Meeting", "State Meeting (Annual)", "Supervisor Basic Training", "Commission Meeting"
 Step 6: Fill in per diem request in cell D8 (drop down available)– current rate is \$15 per "day of official service" (please note, per diem cannot be claimed for travel only dates)
 Step 7: Fill in mileage in cell D8 (0.25 mileage rate will be calculated)
 Step 8: Fill in subsistence requests for appropriate meals (in-state) in cells (drop down available for entry)
 Current reimbursement rates for meals are as follows: **B \$10.10, L \$13.30, D \$23.10**
 Meals can be claimed for each "day of official service" as follows:
- Monthly Board Meeting, Spot Check, Commission Meeting, Annual Meeting, Supervisor Basic Training – B, L, D
 - Area Meeting – no meals can be claimed
- If a meal is included as part of the registration for an event (i.e. Annual Meeting, Supervisor Basic Training), that particular meal should not be claimed – list "REG" for registration in the box instead
 ➤ If a meal is provided "gratis" or "free of charge" by the district, sponsor, or another entity, that meal should not be claimed – list "GRATIS" for meal in the box instead
- Step 9: Fill in cell J8 with Travel location From/To

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- Step 10: Supervisor to sign and date as "District Board Supervisor"

Example:

EMPLOYEE NAME:								
SOCIAL SECURITY # (Last 4 Digits):				DISTRICT:				
MEETING DATE	MEETING TYPE Use Drop Down Menu	PER DIEM	Mileage Total Miles	Breakfast	Lunch	Dinner	Travel	
7/10/2021	District Board Meeting	15	16	\$9.00	\$11.80	\$20.50	From: Raleigh To: Cary	
8/5/2021	Area Meeting	15	45				From: Raleigh To: Durham	
1/7/2022	State Meeting (Annual)	15					From: To:	
5/5/2022	Spot Check	15	22	\$9.00	\$11.80	\$20.50	From: Raleigh To: Wake Forest	
							From: To:	
							From: To:	
							From: To:	
GRAND TOTAL		\$60.00	\$20.75	\$18.00	\$23.60	\$41.00	\$163.35	
For Raleigh Office use ONLY		83	83	2	2	2		
Notes/Comments								
DISTRICT BOARD SUPERVISOR SIGNATURE				DATE:				
SUPERVISOR SIGNATURE (Raleigh Approver)				DATE:				



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- Submit forms to general DSWC address in Raleigh: DSWC, 1614 Mail Service Center, Raleigh, NC 27699-1614
- Make sure you are filing requests appropriately, different reimbursements are granted to state/non-state employees who serve as Supervisors, or when overnight travel is conducted
- Current travel reimbursement form title is *NC Department of Agriculture*

For REGISTRATION FEES and/or OVERNIGHT TRAVEL for Supervisors who are NOT State Employees – use "Travel Reimbursement form"

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Step 1: Remit Code / Message = mark event with "X"

Step 2: Payee's Name = provide (First, Middle Initial, Last)

Step 3: Payee's Address = provide street address

Step 4: Payee's Address = provide (City, State, Zip)

Step 5: Division/Section = provide ("Onslow" SWCD)

Step 6: Title = District Supervisor

Step 7: Social Security Number = for NEW Board members include entire Social Security number, and check "New Address" in upper right. Future requests for this Board member can include Social Security number as XXX-XX-0000 (include true last 4 digits) and remove check from "New Address" box. Vendor Electronic Request form should be submitted with the first reimbursement for NEW supervisors. Conditions of Employment form, or Conditions of Employment form and tax withholding paperwork – Form W-4, Form NC-4EZ, and Form I-9 with appropriate documentation, should also be submitted with the first reimbursement form for NEW supervisors

Step 8: Headquarters = Raleigh

Step 9: Period Covered by this Request = provide first and last date of travel (from/to)

Skip middle section with codes

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Step 10: Fill in meeting Date in cell A57

Step 11: Fill in Travel location From/To

Step 12: Fill in mileage in cell A61 – 1/5 denotes "in state" (0.25 mileage rate)

Step 13: Fill in subsistence requests for appropriate meals (in-state)

Current reimbursement rates for meals are as follows: **B \$10.10, L \$13.30, D \$23.10**

Meals can be claimed for each "day of official service" as follows:

- Monthly Board Meeting, Spot Check, Commission Meeting, Annual Meeting, Supervisor Basic Training – B, L, D
- Area Meeting – no meals can be claimed
- If a meal is included as part of the registration for an event (i.e. Area Meeting, Annual Meeting, Supervisor Basic Training), that particular meal should not be claimed – list "REG" for registration in the box instead
- If a meal is provided "gratis" or "free of charge" by the district, sponsor, or another entity, that meal should not be claimed – list "GRATIS" for meal in the box instead
- On a "travel only" day (i.e. travel to or from Annual Meeting) meals are reimbursed in accordance with Departure/Return times. Departure/Return times should be included on the form for these "travel only" days. B can be paid if departure is prior to 6am, L can be paid if departure is prior to 12pm (overnight return after 2pm), D can be paid if departure is prior to 5pm. B can be paid on travel home day, L can be paid if return is after 2pm, D can be paid if return is after 8pm

Step 14: Fill in Hotel reimbursement request; max that can be paid is \$89.10 plus pro-rated tax (attach page with fully taped original receipt). Supervisors must be at least 35 miles from home or their duty station (whichever is less), and must stay overnight to be reimbursed for hotel lodging.

Step 15: Fill in Misc. Expenses – registration costs (attach page with fully taped original receipt; SWCC Policy that registration reimbursement for Area Meetings is capped at \$30 – 8.16.11, parking costs (attach page with fully taped original receipt)

Step 16: Follow steps 10 through 15 in subsequent sections for each travel day; use Page 2 if necessary

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Step 17: Totals will calculate automatically; check math, and make sure requests are being transposed in the appropriate boxes; codes are as follows:

- 532731 = transportation (mileage)
- 532732 = meals & hotel
- 532930 = registration
- 532727 = parking

Step 18: Company = 1001; Center = 1611-3736

Step 19: Supervisors to sign and date as "Claimant / District Board Supervisor"



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For Supervisors who ARE State Employees – always use "Travel Reimbursement form"

Page 1 - TOP

- Step 1: Submit form on BLUE paper – mark box in upper right for state employee. State employees are not eligible for per diem compensation.
- Step 2: Remit Code / Message = mark event with "X"
- Step 3: Payee's Name = provide (First, Middle Initial, Last)
- Step 4: Payee's Address = provide street address
- Step 5: Payee's Address = provide (City, State, Zip)
- Step 6: Division/Section = provide ("Onslow" SWCD)
- Step 7: Title = District Supervisor
- Step 8: Social Security Number = for NEW Board members include entire Social Security number, and check "New Address" in upper right. Future requests for this Board member can include Social Security number as XXX-XX-0000 (include true last 4 digits) and remove check from "New Address" box. Direct Deposit/Electronic Request form should also be submitted with the first reimbursement form for NEW supervisors
- Step 9: Headquarters = Raleigh
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- Step 11: Fill in meeting Date in cell A57
- Step 12: Fill in Travel location From/To
- Step 13: Fill in Times Depart/Return
- Step 14: Fill in mileage in cell A61 – I/S denotes "in state" (0.25 mileage rate)
- Step 15: Fill in subsistence requests for appropriate meals (in-state) served AT the meeting:

State employees are not reimbursed meals for a single day meeting (District Board Meeting, Spot Check, Supervisor Basic Training)

When an overnight stay is required, the State employee is limited to standard subsistence rates (\$41.30 / day)

Current reimbursement rates for meals are as follows: **B \$10.10, L \$13.30, D \$23.10**

Meals that are eligible to be claimed when served AT the meeting are as follows:

- Annual Meeting when in overnight status– B, L, D
- Area Meeting – no meals can be claimed

- If a meal is included as part of the registration for an event (i.e., Annual Meeting), that meal should not be claimed – list "REG" for registration in the box instead
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- 532731 = transportation (mileage)
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 - 532727 = parking
- Step 20: Company = 1001; Center = 1611-3736
- Step 21: Supervisors to sign and date as "Claimant / District Board Supervisor"