

Trvl Form7/01.wpd

NORTH CAROLINA DEPARTMENT OF JUSTICE

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all original receipts and other supporting documents to this form.

Retain one (1) copy for your records. **Must be filed within 30 days after month travel ends.** Must be prepared in ink or typed.

Soc. Sec. # 000-00-0000	Payee's Name (First, Middle Initial, Last) I. M. Good	Justice/SBIS
Address for check mailing P.O.Box 100		City, State, Zip Anywhere, NC
Period Covered by this Request May 1 - 31, 2003	Has Budget Division Auth. Been Done? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No: Not Required	Best Contact Phone # 919 700-

Under penalties of perjury I certify this is a true and accurate statement of expenses and allowances incurred in the service of the state and that none of these expenses have been or will be reimbursed to me from any other source.

I have examined this reimbursement request and certify that it is just and reasonable.

(Claimant)	(Date)	(Print) (Supervisor)
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NOTE: Original signature and dates are required for processing

Accounting Office Use Only															
Control Group #					Date					Pay Entity: 0 9 P ET					
REMIT MESSAGE:															
(Write check disposition instructions)															
Line No.	Amount	Company	Account										Center Description	Tax Code	Accrual Code
00		0 9 0 1	5 3 2 7												
00		0 9 0 1	5 3 2 7												
00		0 9 0 1	5 3 2 7												
00		0 9 0 1	5 3 2 7												
00		0 9 0 1	5 3												
00		0 9 0 1	5 3												
To	Approved as to proper travel chargeable to above accounting code verified as conforming to														

Depart and return times must be shown. Lunch not allowed on one day										(A/P) (Sign)	
Travel (show each city visited)			14 Transportation				24 Meals		25 21		
Da	from	to	(1)	In-State	Out-of-State	(2)	In-State	Out-of-State	(3)		
5-	Anywhere	Asheville	G			B				In-	
			A			L	6.50			43.	
Time	9:30 am	Return	O			D	14.50			Out	
Daily Private Car @ .23 /mi			P	0.00							
Daily Totals				0.00	0.00		21.00	0.00	43.		
2	Asheville	Anywhere	G			B	6.50			In-	
			A			L	8.50				
Time		Return 5:00 pm	O			D				Out	
Daily Private Car @ .23 /mi			P	0.00							
Daily Totals				0.00	0.00		15.00	0.00	0.00		
6	Anywhere	Raleigh	G			B				In-	
		Dallas TX	A		450.00	L	8.50				
Time	8:00 am	Return	O			D		16.50		Out	
Daily Private Car @ .23 /mi			P	0.00							
Daily Totals				0.00	450.00		8.50	16.50	89.		
7	Dallas TX	Raleigh	G			B		6.50		In-	
		Anywhere	A			L		8.50		Pri	
Time		Return 12:00 MN	O			D	14.50			Out	
Daily Private Car @ .23 /mi			P	0.00						Air	
Daily Totals				0.00	0.00		14.50	15.00	0.00		
PAGE TOTALS				0.00	450.00		59.00	31.50	13		

(1) Mode of Travel

G - Ground rail bus taxi

(2) Type of Subsistence

R - Breakfast

In-State

\$6.50

Out-of-State

\$6.50

(3) Hotel

In-State

Note-Daily total for subsistence not to amount for in-state or out-of-state

*Leave prior to 6am or Stay overnight		*Leave prior to noon or Return after 2pm		*Leave prior to 5pm or return after 8pm	
A - Air	L - Lunch	\$2.50	\$0.50	\$5.00	Out-of-State
O - Other	D - Dinner	\$1.50	\$1.50	+ tax	Private Car Mileage
P - Private car	Overnight stay total	\$29.50	\$31.50	Mileage rate	34
Previous Page Totals		0.00	450.00	59.00	31.50 13
Travel (show each city visited)		14 Transportation		24 Meals	
Da	from to	(1)	In-State	Out-of-State	(2)
9	Anywhere Anywhere	G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00
14	Anywhere Wilmington	G			B
		A			L 8.50
	Time 8:30 am Return	O			D 14.50
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	23.00 0.00 43.
15	Wilmington Wilmington	G			B 6.50
		A			L 8.50
	Time Return	O			D 14.50
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	29.50 0.00 43.
16	Wilmington Anywhere	G			B 6.00
		A			L
	Time Return 1:00 pm	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	6.00 0.00 0.0
28	Anywhere Boone	G			B
	Anywhere	A			L
	Time 8:00 am Return 9:00 pm	O			D 14.50
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	14.50 0.00 0.0
		G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00 0.0
		G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00 0.0
		G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00 0.0
		G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00 0.0
		G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00 0.0
		G			B
		A			L
	Time Return	O			D
	Daily Private Car @ .23 /mi	P	0.00		
	Daily Totals		0.00	0.00	0.00 0.00 0.0
GRAND TOTALS			0.00	450.00	132.00 31.50 21
		14	15	24	25 22
		Accounting Office Use Only			
		211			

