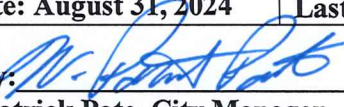




CITY OF WINSTON-SALEM ADMINISTRATIVE POLICY

Effective Date: August 31, 2024	Last Revision Date: October 1, 2023	Policy Number:
Approved By:  W. Patrick Pate, City Manager	Subject: Travel Policy and Procedures for City Employees, Elected Officials, and Contractors	

PURPOSE:

This policy establishes the procedure for authorizing and reimbursing travel expenses and establishes a uniform policy in conformance with Internal Revenue Service regulations for the authorization and reimbursement of expenses related to travel, training, and other costs incurred to conduct business on behalf of the City. This Policy is designed to promote efficient operations and to allow flexibility when any City employee, elected official, and/or independent contractor is authorized to travel on City business. This policy does not cover program participant travel; separate guidance has been issued for participant travel (i.e. Youth Advisory Council).

GENERAL POLICY:

It is the policy of the City to pay directly or to reimburse employees for reasonable expenses incurred when traveling for official City business, including meetings, conferences, workshops, and seminars. Financial Management Services is responsible for the management and oversight of this Policy.

Where this policy refers to the Department Director, the signature and approval requirements may also be met by the Department's Assistant Director or Deputy Director.

A minimum of two signatures are required on the Request for Travel and Cash Advance Authorization Form and Expense – Reimbursement Forms. One of the signatures may be that of the traveler. Department Directors may approve departmental travel below \$500 and may also approve travel \$500 and up within North Carolina, Georgia, Virginia, Washington DC, Tennessee, and South Carolina.

If travel is outside of these states or out of country, an Assistant City Manager must also approve the Request for Travel Authorization. In these cases, the related Expense – Reimbursement Form may be approved by the Department Director and the Expense – Reimbursement Form will not require the additional approval of the Assistant City Manager.

Travel for Department Directors is approved by an Assistant City Manager and travel for Assistant City Managers is approved by the City Manager.

Receipts are required (with the exception of GSA per diem meal/incidental stated amounts). If a receipt is lost, the employee must contact the vendor to obtain a copy of a lost receipt whenever possible. In the event a receipt is lost and a duplicate receipt cannot be obtained, a memo must be submitted to

explain the charge. A lost receipt is considered a policy violation. Please see the purchasing policy for additional information regarding repeat policy violations.

Reimbursements (or advances where necessary) may be received by Accounts Payable check or direct deposit. To sign up for travel reimbursement direct deposit, please contact Accounts Payable to obtain the proper form. Direct Deposit in Payroll is not linked with Accounts Payable; a separate form is necessary. Please note that Accounts Payable direct deposits post to employee bank accounts the Monday following the weekly Friday check run.

1. **Appropriation:** The amount needed for annual travel must be included in each department's annual budget request and include the estimated travel costs for anticipated business meetings, conferences, and other professional training.
2. **Authorization:** The Department Director or designee authorizing the travel is responsible for managing, approving, and reviewing budget appropriations for their departments. **The approving Department Director is responsible for ensuring that the expenses are legitimate, reasonable, properly documented and in conformance with City Policy.**

Travel authorization for trips involving the use of budgeted funds will be obtained as follows:

- A. A request for travel authorization must be submitted in the system whenever the meeting, conference, or training total cost is \$500 or greater or whenever the employee is requesting an advance of funds (see separate section as to advances prior to requesting an advance). A trip number is automatically assigned when the request for travel form is completed in Agile Point.
 - B. All travel where the cost is under \$500 only requires approval of the employee's Department Director. This approval process is informal and should not be entered in the system through the travel authorization process. A trip number is not required for travel under \$500.
3. **Grant Funded Travel:** If using Federal or State grant funds for travel, you must consult the grant travel guidelines, which may be more restrictive than the City policy. You must also consult with the grantor if the guidance is not clear. Certain grants require use of a reduced mileage rate if a personal vehicle is used when a City vehicle is available. In addition, certain grants may have different meal per-diems than City policy and/or hotel rate maximum rates may be enforced.

The General Services Administration (GSA) issues Federal Travel Regulations (FTR). The codified FTRs are contained in 41 CFR, chapters 300-304. You must consult with your grant agency for guidance as relates to the FTR to ensure that you are properly charging eligible travel costs.

4. **Transportation.** Ordinarily, the most economical and expeditious form of transportation should be used.
 - A. **Air Travel:** Only economy class air travel will be reimbursed by the City. If an employee chooses to fly first class or business class, the employee will pay the cost difference. Insurance purchased for air transportation or baggage damage/loss **will not** be reimbursed by the City. Documentation of the airline ticket must be attached to the Expense - Reimbursement Form.

All airline tickets should be purchased at least 21 days prior to departure date, if possible, to get a discounted price. Airlines may also offer substantial discounts if the trip includes a Friday/Saturday night stay. Travelers may leave early or extend a business trip into a weekend to take advantage of a substantial discount. The City will reimburse expenses for additional weekend nights if the savings is greater than the cost of the lodging, local transportation, and per-diem expenses. Support showing the savings must be included with the Expense – Reimbursement form or the expense will not be reimbursed.

Employees should be flexible as to time of day, carrier, and routing to obtain an economical fare (employees will not be required to travel before 7:00am or after 9:00pm).

The City will cover the cost of one checked bag. If an employee is required to take additional business materials for the conference or meeting, a second checked bag for this purpose must be documented on the Expense – Reimbursement Form and approved by the Department Director.

Employees must review cancellation policies and other terms and conditions when booking travel indirectly through third party websites such as Expedia, Travelocity, Hotwire, Priceline, and others. Third party websites may have more stringent cancellation policies than booking direct and can come with additional financial risk.

Frequent flyer points may be retained by the employee. Selection of higher fares and manipulation of the route for purposes of obtaining points is prohibited.

- B. City Vehicle:** Only City employees are authorized to drive a City vehicle; employees must have valid North Carolina Driver's License and a City of Winston-Salem Driver's License. City employees must receive authorization by the Department Director to be permitted to travel in City cars. Please refer to the City's Vehicle Management Policy prior to driving a City vehicle.

Reimbursement for repairs, gasoline, oil, storage, parking, tolls, and other necessary expenses will be made when a City vehicle is used and the charges are not on the City's Purchasing Card. Paid itemized receipts must support all reimbursement requests of this nature, except for tolls. The employee will also provide Fleet Services Management with a record of any repair services, oil, and other expenses for the City vehicle. Charges should be made on a City Purchasing Card when possible.

Employees traveling to the same conference or event are encouraged to carpool. A City vehicle may not be used for travel if employee is accompanied by family members or others who are not involved in the City's business purpose of the trip.

- C. Private Vehicle.** Reimbursement for employee's personal vehicle is at the standard mileage rate allowable by the Internal Revenue Service and paid directly to the employee. If an employee chooses their personal vehicle over other means of transportation, mileage will be calculated from the employee's official place of work (the City of Winston-Salem municipal building/office location) except in the case of those who work remotely 100% of the time. If an employee works remotely 100% of the time, the employee's home address will be used to calculate mileage. This determination has been made based up on IRS and US Office of Personnel Management guidance as to the formal worksite.

When in travel status, mileage will be reimbursed for reasonable transportation from your hotel to the conference location and to restaurants for meals. If requesting reimbursement for this additional mileage, miles must be documented (attach a map/mileage printout as this is required to meet IRS requirements).

No reimbursement will be made for expenses incurred for fuel, repairs, or towing of a personal vehicle. Coverage of these expenses is provided in the mileage rate. The employee will be reimbursed for parking fees and tolls.

Locally, the City will reimburse for round-trip mileage to required meetings from the primary work location if requested. The City will not provide reimbursement for events that are offered as a benefit to employees or where attendance is optional (i.e. lunch and learn, customer service week events, etc.).

For employees that receive a car allowance via payroll, local mileage within Forsyth County cannot be claimed using the IRS rate as this is covered by the car allowance. When traveling outside of the County, the IRS mileage rate reimbursement may be requested for the total mileage from the primary work location.

- D. Rental Vehicle:** The City will only cover a rental vehicle if the employee can demonstrate a business need for the vehicle during the business trip. Employees must select the insurance coverage with the rental contract. Employees must select economy, compact, intermediate, standard, or full-size vehicle class (car/sedan) unless the number of travelers is greater than four. If the NC State Contract Rate is available, and provides savings as compared to the regular rate, the NC State Contract Rate should be utilized (please refer to the Appendix for pricing details).

Employees must review cancellation policies and other terms and conditions when booking travel indirectly through third party websites such as Expedia, Travelocity, Hotwire, Priceline, and others. Third party websites may have more stringent cancellation policies than booking direct and can come with additional financial risk.

- E. Other Transportation (i.e., Taxi, Ride Share, Uber, Lyft, Car Service, Train, Mass Transit):** When in travel status, reasonable transportation costs will be reimbursed for transportation from the airport to your hotel, to the conference location, and to restaurants for meals. When selecting an Uber, Lyft, or other car service, employees should use one of the standard sedan tiers as opposed to upgrading to premium tier vehicles. If requesting reimbursement for these additional costs, receipts must be obtained and submitted with the travel reimbursement request. Tip amounts should be reasonable and should not exceed 20%.

5. Meals and Incidentals

A. Overnight Trips:

For approved overnight trips, the City will provide a per-diem reimbursement for meals and incidentals at the rates published on the GSA (US General Services Administration) website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Please note that the GSA is based on the Federal Fiscal Year, which begins on October 1st annually. For example, when selecting FY24 on the GSA website, you will obtain rates in effect from October 1, 2023, through September 30, 2024. When selecting FY25 on the GSA website, you will obtain rates in effect from October 1, 2024 through September 30, 2025.

GSA rates are by location, and you will need to search for the location of your travel to obtain the correct rate. If your location is not specifically listed, the website will display the standard rate that you must use. Employees must include a printout of the meals and incidentals rate breakdown from the GSA website in the reimbursement request that is submitted to Accounts Payable.

The GSA rates provide a reduced amount for the first and last day of travel. On all reimbursement paperwork, you must show the partial rate for the first and last day, regardless of the time of day departing and returning.

Itemized receipts are not accepted for meals when in overnight travel status. Itemized receipts are required for business meals (see appendix).

The City will not reimburse for meals that are included in registration fees. Any meals paid by the City as part of the conference registration should be noted as “prepaid” in the meals section of the Expense - Reimbursement Form. On the first and last day, provided meals are deducted from the reduced rate at the full meal amount (the per meal deduction is not at 75% of the meal value). The per-diem amount will never be reduced below the daily amount for incidentals.

A traveler will be reimbursed for breakfast (if requested) even if the lodging establishment offers a free breakfast.

If an employee has special dietary needs, the employee must notify the venue for an accommodation. Most conference locations can accommodate special diets. If the location is unable to accommodate the dietary needs of the employee, the employee must have a memo attached stating such, and it must be approved by the Department Director as part of the Expense – Reimbursement Form to receive the per-diem for the included conference meals.

A copy of the agenda providing details of meals and scheduled events must be submitted with the reimbursement form.

The GSA rates include a set amount per day for incidentals, which employees will receive as part of the per-diem reimbursement (the per-diem includes meals and incidentals). The GSA incidentals amount is meant to cover laundry costs, fees and tips given to porters, baggage carriers, bellhops, and hotel housekeepers. Receipts should not be submitted for these items as a separate reimbursement request as these items are covered in the per-diem for meals and incidentals.

Please see appendix for example calculations.

B. Same Day Trips or Commuting to Multi-Day Events:

For trips that do not include an overnight stay, the City does not provide a meal reimbursement as these costs are deemed personal by the IRS and subject to taxation.

6. **Lodging:** The City does not use GSA rates for lodging. The City will reimburse employees for reasonable lodging rates. For example, to determine that the rate is reasonable, consider the conference rate offered, the state or local government rate offered, and the rates of nearby hotels.

If a discounted hotel rate is offered for a conference, the employee must make an effort to obtain the discounted rate. The discounted rate may sell out quickly; other reasonable accommodation rates will be reimbursed.

If the rate for an employee's selected hotel is unreasonably high, the Department Director will need to provide an explanation, or the employee may be required to reimburse costs over an average hotel room's rate.

The employee is responsible for cancelling reservations and must pay no-show or cancellation fees unless the Department Director approves that an emergency or other approved business reason caused the cancellation. The employee should always obtain a cancellation number from the designated hotel to protect against no-show billings. Funds prepaid by the City, which relate to cancelled arrangements, will be subject to repayment to the City by the employee.

When traveling with family, if there is a difference between the single and double rate, which is usually shown on the hotel website, the City will only reimburse the employee at the single rate. When traveling with family, employees may require additional space and seek larger accommodations such as homes, apartments, and condominiums through rental agencies. If the nightly rate of the selected accommodation is greater than the conference hotel rate, the conference hotel rate must be used as the basis for reimbursement. If the accommodation rate is less than the hotel conference rate, the actual lower accommodation rate must be used as the basis for reimbursement.

Reimbursement will not be made for in-room charges such as movies, mini-bar, laundry, snacks, or other non-essential needs.

Meals should not be charged to the room as this is covered under the per-diem reimbursement for meals. Employees must request that meal charges are removed from the hotel bill. If a meal is inadvertently charged to the room and not removed from the bill, it must be deducted and must not be included with the hotel charges on the reimbursement form.

It is the employee's responsibility to review the hotel receipt before departing to ensure there are no unauthorized charges.

Hotel loyalty points may be retained by the employee. Selection of hotels with higher rates for the purpose of obtaining points is prohibited.

Employees must review cancellation policies and other terms and conditions when booking travel indirectly through third party websites such as Expedia, Travelocity, Hotwire, Priceline, and others. Third party websites may have more stringent cancellation policies than booking direct and can come with additional financial risk. In addition, there have been instances of third-party sites over-booking a hotel for a particular date. It may be beneficial to book directly.

7. **Office Expenses:** The City will reimburse business-required postage, phone calls, photocopy, internet service charges, miscellaneous supplies, or office services during a business trip, if documented. If an employee has a city-issued cell phone, or receives a cell phone stipend, the employee should use the cell phone for business calls as opposed to using the hotel phone and requesting reimbursement.
8. **Travel with Family:** Family members may accompany the employee on business trips. However, the City will reimburse expenses incurred by the employee, as if traveling alone.

PROCEDURES

1. Request for Travel and Cash Advance Authorization Form:

A Request for Travel Authorization form is to be completed by the employee for all travel requests where the cost is \$500 or greater, or anytime the employee is requesting an advance.

This form is not required for travel that is under \$500 (unless requesting an advance).

The form, when required, must show all estimated expenses for the trip (include scanned documentation for those estimated expenses) and be submitted to the appropriate supervisor for approval. A travel authorization form may be completed without receiving an advance (to receive authorization but waive the advance, do not select the advance box on the form).

A trip number is only obtained when you must complete the Request for Travel Authorization Form. The trip number is no longer obtained from the City's Intranet page. The trip number is automatically assigned in Agile Point whenever you complete a Request for Travel Authorization Form. Trip numbers are no longer required to be noted on receipts and purchasing card reports.

2. Cash Advances for Travel:

In most cases, the costs for hotels, registration and transportation can be put on the employee's purchasing card. In cases where the employee does not have a need for a purchasing card, departmental administrative liaisons should book travel for employees on their purchasing card whenever possible (*please see information as to this process in the Payment Procedures section below). A purchasing card temporary limit increase may be requested if needed.

For travel less than 7 days, costs will be reimbursed after the travel is completed.

For travel that lasts 7 days or more, the Department Director can approve a travel advance, if requested by the employee. Advances based solely on the length of travel are discouraged. Employees should seek reimbursement upon return if possible. A travel advance may be requested for the GSA per diem, but not for mileage. Mileage will be reimbursed upon return from travel via the reimbursement form.

In cases when the costs of travel would create a financial hardship for the employee, the Department Director can approve a travel advance (regardless of the length of the trip), as long as the advance is \$150.00 or more. If an employee has a need for an advance in an amount less

than \$150, a memo must be attached with the Request for Travel and Cash Advance Authorization Form.

To obtain a travel advance, the employee shall submit the Request for Travel and Cash Advance Authorization Form to Accounts Payable at least seven days before the trip date. It can take a week or more for the form to go through all the approval steps and arrive in Accounts Payable. It is advisable to begin the process 14-21 days prior to the date of travel. Advance requests received in Accounts Payable less than seven days before the trip date will not be processed and the employee will be asked instead to submit a request for reimbursement upon return.

If an employee is requesting large advances or reimbursements routinely, the department will be asked to consider issuing the employee a purchasing card, or administrative staff may be asked to book registration, accommodations, and transportation for the employee.

3. **Payment Procedures:**

Purchasing Card: Departments and employees should use a City purchasing card to book transportation, registration, and accommodation charges whenever feasible. Budget savings are generated when travel is booked on a purchasing card. The City does not receive a sales tax reimbursement when an employee is reimbursed for travel expenditures. The City also receives a rebate based upon purchasing card usage.

Appropriate expenditure codes should be used on any travel expenses paid by purchasing card.

*If an employee does not have a purchasing card, the department's administrative staff may book transportation, registration, and lodging for the employee. To book a hotel for an employee who will not have the purchasing card at check-in, administrative staff must call the hotel to complete a pre-authorization form (administrative staff will sign a form authorizing the hotel to use the card for the stay, including incidentals). This form must often be faxed to the hotel. On the pre-authorization form, incidentals must be allowed because the hotel must have a card to hold for such charges. Employees must not charge personal incidentals to the room (see section below 'Expenses not Reimbursed').

The purchasing card must not be used for the purchase of meals when traveling as this is handled through the AP per-diem travel reimbursement process.

Business meals when not in travel status may be purchased using a purchasing card; please see appendix for further information.

4. **Responsibility and Expense Codes:** When travel forms are prepared, the following object codes should be used along with the department's responsibility and/or program codes:

- A. **Expenditure Code 5211 – Registration and Fees:** Required cost for registration or fees for attending various national, state, and regional conventions and conferences, as well as enrollment fees for various special training seminars. Use 5215 for registration and fees associated with required professional certifications, such as CDL, licenses, and notary certifications.

- B. **Expenditure Code 5215 – Registration and Fees for Professional Certifications:** Required costs for registration or fees for training that provides credit towards professional or trades certifications. This code is also used when there is a cost to apply for or renew certifications.
 - C. **Expenditure Code 524101 – Business and Meeting Travel:** The cost of attending conferences or other meetings of professional associations (national, state, or local meetings) including transportation, meals, lodging, and other similar items. This code is for travel that is not training-related. This would include the travel categories of Professional Development, City Business, and Other.
 - D. **Expenditure Code 524102 – Seminar/Training Travel:** Costs associated with attendance at seminars, training sessions or conventions where the primary emphasis is upon employee development including transportation, meals, lodging, and other similar items. This code is only for training related travel. This would include the travel categories of Training for Required Certification and Other Training.
5. **Expense-Reimbursement Form:** Within **ten business days** after travel, the employee must complete the Expense - Reimbursement form and submit for approval. Expense -Reimbursement Form must have the **same trip number** as on the Request for Travel Authorization Form (a trip number is not required if the total cost is less than \$500 and/or a request for advanced funds was not requested). Itemized receipts supporting the following expenditures must be attached:
- A. Lodging,
 - B. Transportation,
 - C. Registration fees,
 - D. Meals and Incidentals (attach agenda, but not detailed receipts)
 - E. Car rental,
 - F. City vehicle expenditures (repairs, gas, oil, storage),
 - G. Mileage – attach documentation showing mileage such as a Google Maps or MapQuest, and
 - H. Ride share services, uber, taxi fares, parking, etc.

NOTE: Registration fees or hotel guarantees made by the purchasing card should be noted on the Expense - Reimbursement Form and copies of itemized receipts attached.

Amount Due the Employee. The employee will be reimbursed for any allowable expenses that were not paid via a City Purchasing Card. The form must designate which expenses have been paid on the employee's City Purchasing Card or the Administrative Liaison's Purchasing Card. The employee is responsible for paying charges made on personal credit cards with the reimbursement received from the City.

Expenses Not Reimbursed: The City will not reimburse personal expenses paid while traveling. The following expenses are **not** reimbursable and should not be included on an Expense - Reimbursement Form:

- A. Meals for training when an employee does not stay overnight
- B. Fees associated with any personal charge/credit cards, including late fees, finance charges
- C. Air travel insurance or other personal trip insurance

- D. First class or business class travel
- E. Barber, manicurist, beautician, etc.
- F. Athletic, social, or country club fees
- G. Newspapers, magazines, toiletries, cigarettes, candy, snacks, sunscreens, etc.
- H. Dependent care, elder care, pet care, home sitting, etc.
- I. Medical expenses, prescriptions, and over-the-counter medications
- J. Personal articles, clothing, luggage and/or briefcases damaged or lost during trip
- K. Personal entertainment such as in-room movies and mini-bars
- L. Traffic fines
- M. Airline club fees / memberships
- N. Avoidable cancellation charges
- O. Rental car and airline upgrades
- P. Repairs due to vehicle accidents
- Q. TSA pre-check application fee

Amount Due City: Reimbursement from outside agencies and advance repayments must all be sent to Treasury – Accounts Payable to ensure that credit is applied to the trip number. If a travel advance was made to an employee and the amount exceeds actual travel expenses, the employee must submit a check for the amount due the City **within ten days** after the trip. Cash should not be used to reimburse the City, but whenever it is, it must be hand delivered to the Treasury Division petty cash custodian and a receipt obtained. An image of the receipt must be attached to Expense - Reimbursement form. **Cash must not be sent through interoffice mail.**

- 6. **Audit:** Accounts Payable reviews the Expense - Reimbursement form. If the report is in order and appears reasonable, the employee will be reimbursed. If there are questions on any item, Accounts Payable will consult with Department Director and/or return the Expense – Reimbursement form to the Department Director.
- 7. **Compliance:** Disregard for the City’s travel policy may result in disciplinary action. Willful intent to alter receipts and submission of or approval of falsified forms will result in disciplinary action, up to and including termination and criminal prosecution, as provided by law.

FORMS

- 1. **Request for Travel and Cash Advance Authorization Form:** This is the authorization form originated in the system by the employee requesting to travel (when the form is required), or by the departmental administrative assistant. **This form must be completed prior to the trip when costs are \$500 or greater or the employee is requesting an advance. A trip number is automatically assigned in Agile Point and the form must list all estimated expenses whether the employee is requesting a cash advance or not.**
- 2. **Expense - Reimbursement Form:** This is the final report to be completed by a traveling employee within 10 days after returning to work as a record of all reimbursable expenses and must have the same trip number that was listed on the Request for Travel Authorization form (if the request for Travel Authorization Form was required). The form must be completed for reimbursement of any travel expenses. If all travel expenses were handled via a City Purchasing Card and the employee does not need to be reimbursed for per-diem meals, mileage, or other costs, and the employee did not receive an advance, the Expense – Reimbursement Form is not required to be completed. This form is available on the City’s Intranet.

APPENDIX:

Business Meals / Business Meetings:

The Mayor, City Council Members, City Manager, Assistant City Managers, and Department Directors may have occasion to provide business meals for a meeting. Meals will be covered when the meeting is for the purpose of transacting City business. These meals may be procured with the purchasing card, or a reimbursement may be requested via the request for check process. Supporting documentation for such expenses must include itemized detailed receipts and must list the date, description of business discussed, and names and company or organization affiliations of persons attending. The purchase of alcohol is prohibited.

Per-Diem Example Calculations:

**EXAMPLE PER DIEM CALCULATIONS (PLEASE NOTE, ALL EXAMPLES SHOW RATES IN USE OCTOBER 1, 2023 TO SEPTEMBER 30, 2024)
PLEASE REFER TO THE CURRENT ONLINE RATES WHEN COMPLETING YOUR TRAVEL FORMS**

Example 1 – Trip to Raleigh (Wake County)

Lunch is provided by the conference on Day 1 and Day 3

Meals & Incidentals (M&IE) rates and breakdown ¹							
Use this table to find the following information for federal employee travel:							
M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.							
Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information.							
First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.							
Primary Destination ¹	County ¹	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ¹
Raleigh	Wake	\$64	\$14	\$16	\$29	\$5	\$48.00
				Full Day Daily Total		1st and Last Day 75% Pro-rated Total	
Day 1 - Depart (Partial Rate)		\$ 48.00		\$ 14.00		\$ 10.50	
Day 1 - Deduct Lunch at Full Rate		\$ (16.00)		\$ 16.00		\$ 12.00	
Day 1 - Total		\$ 32.00		\$ 29.00		\$ 21.75	
				\$ 5.00		\$ 3.75	
Day 2		\$ 64.00		\$ 64.00		\$ 48.00	
Day 3		\$ 64.00					
Day 3 - Deduct Lunch		\$ (16.00)					
Day 3 - Total		\$ 48.00					
Day 4		\$ 64.00					
Day 5 - Return (Partial Rate)		\$ 48.00					
Total Meals and Incidentals		\$ 256.00					

Example 2 - Trip to Raleigh (Wake County)

All meals are provided

Day 1 - Incidentals Only*	\$ 5.00
Day 2 - Incidentals Only	\$ 5.00
Day 3 - Incidentals Only	\$ 5.00
Day 4 - Incidentals Only	\$ 5.00
Day 5 - Incidentals Only*	\$ 5.00
Total Meals and Incidentals	\$ 25.00

*When all meals are provided, you still receive the incidental amount daily.
In this case, the incidentals amount is not pro-rated at 75% on 1st and last day.


Example 3 - Trip to Pinehurst (Pinehurst does not have a specific rate, so the standard rate is displayed upon search)

A dinner banquet is provided on the day of arrival

On Day 2, a breakfast is provided by the conference (breakfast is on site at the hotel/conference location, but is provided by the conference)

This breakfast is at a reasonable standard, and offers more than the typical continental breakfast

On Day 3, the hotel provided continental breakfast is available and is not sufficient



Meals & Incidentals (M&IE) rates and breakdown¹

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information.


First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ¹	County ²	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ³
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

Day 1 - Depart (Partial Rate)	\$ 44.25	Full Day	1st and Last Day
Day 1 - Deduct Dinner at Full Rate	\$ (26.00)	Daily Total	75% Pro-rated Total
Day 1 - Total	\$ 18.25	\$ 13.00	\$ 9.75
		\$ 15.00	\$ 11.25
		\$ 26.00	\$ 19.50
Day 2	\$ 59.00	\$ 5.00	\$ 3.75
Day 2 - Deduct Conference Provided Breakfast	\$ (13.00)	\$ 59.00	\$ 44.25
Day 2 - Total	\$ 46.00		
Day 3	\$ 59.00		
Day 4	\$ 59.00		
Day 5 - Return (Partial Rate)	\$ 44.25		
Total Meals and Incidentals	\$ 226.50		

Example 4 – Trip to Washington DC
No meals are provided



Meals & Incidentals (M&IE) rates and breakdown¹

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is either the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ¹	County ²	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ³
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$20	\$36	\$5	\$59.25

Showing 1 to 1 of 1 entries

Day 1 – Depart (Partial Rate)	\$ 59.25	Full Day	1st and Last Day
Day 2	\$ 79.00	Daily Total	75% Pro-rated Total
Day 3	\$ 79.00	\$ 18.00	\$ 13.50
Day 4	\$ 79.00	\$ 20.00	\$ 15.00
Day 5 – Return (Partial Rate)	\$ 59.25	\$ 36.00	\$ 27.00
Total Meals and Incidentals	\$ 355.50	\$ 5.00	\$ 3.75
		\$ 79.00	\$ 59.25

State Contract Rental Car Rates:

The below includes the NC State Contract rental car rates through National and Enterprise effective September 15, 2023 to September 15, 2025.

The below link may be used to search for 'rental car' for updated rates after September 15, 2025
<https://ncadmin.nc.gov/divisions/purchase-contract/statewide-term-contracts>

The below link is to the detailed state contract information shown below:
<https://ncadmin.nc.gov/975b-vehicle-rental-services>



Statewide Term Contract 975B – Vehicle Rental Services

Bid Number	201901001
Contract Name	Vehicle Rental Services
Effective Dates	January 2, 2020 through September 15, 2025
Awarded Vendor and Contacts	<p>Enterprise Holdings, LLC Peter Millions (314) 928-3838 Email: peter.t.millions@ehi.com</p> <p>Enterprise Rent-A-Car and National Car Rental Contact - Nina Gladysiewski Nina.M.Gladysiewski@ehi.com – (724) 525-2325</p> <p>Enterprise Master Agreement Number 9408</p> <p>Please review the contract documents for full details: Enterprise Agreement</p>
Contract Covers	<p>North Carolina has joined NASPO ValuePoint Cooperative Purchasing to provide this Statewide Term Contract for the following vehicle rental services:</p> <ul style="list-style-type: none">• Sedans (Compact, Standard/Intermediate, and Full Size)• Passenger Vans (Mini-Vans, 12 Passenger Vans)• Passenger Vans (15 Passenger Vans)• SUVs (Small SUV (5 Passenger) and Large SUV (7-8 Passengers))• Green Vehicles (Hybrid and Alternate Fuel)• Pick-Ups and Cargo (Small Pick-up, Large Pick-up and Cargo Van)• Cargo Vans (larger than 2,500 lbs. payload) <p>For complete contract details, see the Documents for Enterprise / National Rent a Car on the NASPO ValuePoint webpage.</p>
Convenience Contract	<p>This contract is a convenience contract for state departments and most state agencies, and for state higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). This contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities.</p>
Special Note	<p>Account numbers are required to complete a reservation.</p> <p>Account Number XZ53666 must be used to complete reservations online or over the phone, unless an agency or state entity has their own custom account number.</p>
Contract Items and Pricing	<p>Enterprise National Program Summary effective February 1, 2020</p>

	Daily rates are based on a 24-hour billing cycle.	
Taxes	Prices do not include North Carolina sales or use taxes.	
Order Placement	Agencies may book using <u>Enterprise Online Vehicle Rental</u> or by contacting the car rental site directly. Agencies must reference account number XZ53666 when completing reservations outside <u>Enterprise Online Vehicle Rental</u> .	
Loaded into E-Procurement	Yes. Ordering instructions only are loaded in E-Procurement.	
E-Procurement Help Desk	(888) 211-7440	
Contract Manager	<u>Melissa Pressley</u> (984) 236-0257	
Contract Addenda	7/22/2021: Contract extension to 9/15/2022. Updated points of contact.	
	7/20/2022: Contract extension to 9/15/2025. Contract administrator changed to Wanda Simmons.	
	10/28/2022: Updated Enterprise Online Vehicle Rental link.	
	1/26/2022: Contract Administrator changed to Contract Manager Kayla Glenn	
	8/21/2023: Contract Manager changed to Melissa Pressley	

Amendment 4
Revised Exhibit C-- Rates
Effective September 15, 2023

Vehicle Type	Daily Rate	Weekly Rate	Monthly Rate	One-Way Airport Daily Rental (unlimited mileage)
Sedans				
Economy/Compact	\$36.38	\$181.91	\$727.65	\$87.15
Intermediate/Standard	\$38.30	\$191.52	\$766.08	\$87.15
Full Size	\$41.34	\$206.69	\$826.77	\$87.15
Passenger Vans				
Mini Van	\$71.66	\$358.31	\$1,433.25	\$152.25
12 Passenger	\$134.51	\$672.53	\$2,690.10	N/A
SUV's				
Mid/Standard SUV	\$68.36	\$341.78	\$1,367.10	\$152.25
Full Size / Premium SUV	\$94.82	\$474.08	\$1,896.30	\$173.25
Pick- Up Trucks				
Small Pick-Up Truck	\$77.18	\$385.88	\$1,543.50	\$152.25
Large Pick-Up Truck	\$82.69	\$413.44	\$1,653.75	N/A
Other Classes Offered				
Premium	\$90.41	\$452.03	\$1,808.10	\$135.45
Cargo Van	\$102.38	\$511.88	\$2,047.50	N/A
Heavy Duty (HD) Cargo Van	\$102.38	\$511.88	\$2,047.50	N/A
HD XL Cargo Van	\$110.25	\$551.25	\$2,205.00	N/A
Mini Cargo Van	\$110.25	\$551.25	\$2,205.00	N/A
Jeep/ Crossover	\$71.66	\$358.31	\$1,433.25	N/A
Convertible	\$90.41	\$452.03	\$1,808.10	N/A
Compact Hybrid	\$54.02	\$270.11	\$1,080.45	\$135.45
Intermediate Hybrid	\$54.02	\$270.11	\$1,080.45	\$135.45
Full Size Hybrid	\$59.54	\$297.68	\$1,190.70	\$135.45
15 Passenger Van	\$154.35	\$771.75	\$3,087.00	N/A

Other Charges

Surcharge Amount	National and Enterprise Airport Surcharge Locations
\$3.00 per day	Richmond, VA
\$5.00 per day	Augusta, GA; Harrisburg, PA; Phoenix; Sacramento; Scranton, PA; State of Illinois (excluding Chicago); State of Tennessee (excluding Nashville); State of South Carolina (excluding Myrtle Beach); State of Wisconsin, Rochester, Buffalo, Syracuse

\$7.00 per day	Albany, Westchester (HPN); Stewart (SWF); ISLIP (ISP); Burlington (BTV)	
\$10.00 per day	State of Alaska; Atlanta; Burbank; Hawaii Airports; Jackson, WY; John-Wayne Airport (SNA); Los Angeles area (Excluding LAX); Minneapolis/St. Paul; Monterey; Nashville; Oakland; Pittsburg- Providence; Commonwealth of Puerto Rico; Rapid City; San Diego; San Francisco (including the convention Center); San Jose; State of Texas	
\$12.00 per day	Baltimore; Boston; Detroit; Philadelphia; Washington. DC.	
\$15.00 per day	Chicago; Los Angeles International Airport (LAX); Newark (EWR)	
\$23.00 per day	LaGuardia (LGA). Kennedy (JFK)	
Surcharge Amount	Enterprise and National Brand Home City Surcharges	
\$7.00 per day	Long Island Metro, Westchester Metro (Including Greenwich and Stamford CT); Burlington Metro (VT)	
\$10.00 per day	State of Alaska; commonwealth of Puerto Rico; Boston home city; Bemidji and Moorhead, MN; State of Nebraska (Excluding Omaha and Lincoln); State of Wyoming (excluding Cheyenne, Laramie, and Jackson); San Francisco downtown	
\$12.00 per day	Washington, DC area	
\$15.00 per day	Chicago Home City; Hawaii Home-City	
\$23.00 per day	NYC Boroughs (Bronx, Brooklyn, Manhattan, Queens, and Staten Island)	
Item	Rate	
Smoking/damage cleaning	Actual Cost	
Vehicle Drop Off and Pick up Service	If available to be determined by location.	
One time Loss of Use Fee	A onetime loss of use fee of up to and not to exceed \$245.00 will be charged only if damage occurs while the Traveler is using the vehicle improperly as set forth in Section 2.8 and damage to the rental vehicle is caused thereby. (up to \$245.00 is loss fee, this fee is one time charge, not to exceed amount and not a per day charge.)	
15 Passenger Van available at	Enterprise and National Locations	