

Business Category: NC Global TransPark Authority		Business Area: Office of the Finance Director
Approval Date: 9/14/2022	Last Revision Date: N/A	Next Review Date: 9/14/2024
Authority: NC General Statute § 63A North Carolina Global TransPark Authority		Select all that apply: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <u>NCGTP Board of Directors</u> <input type="checkbox"/> Requires Federal Highways Administration (FHWA) approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s).
Definitions: <p>“Authority” – shall mean The North Carolina Global TransPark Authority as enacted by Section 63A of the North Carolina General Statutes, and with powers as enumerated in Section 63A-4 of the North Carolina General Statutes.</p> <p>“Board” – shall mean The Board of Directors of the Authority with members as defined in Section 63A-3(b) of the North Carolina General Statutes.</p> <p>“NCDOT” – shall mean the North Carolina Department of Transportation.</p> <p>“NCDOT FFM Travel Policy and Procedures” – shall mean the official travel policy of the North Carolina Department of Transportation.</p> <p>“Finance Committee” – shall mean the Finance Committee of the Board.</p> <p>“Secretary” shall mean the Secretary of Transportation of the North Carolina Department of Transportation.</p>		
Policy: <p>The Travel Management policy is intended demonstrate the North Carolina Global TransPark Authority’s (Authority) compliance with Statutory regulations for transportation and subsistence allowances for Authority employees. It is the intent of this policy to enable a uniform policy to pay or reimburse employees for travel expenses pertaining to official business travel.</p> <p>The travel rates and reimbursement amounts found in this policy represent not to exceed limits. The Authority and its employees are encouraged to travel more conservatively than the policy’s upper limits.</p> <p>It is for use by the management, Finance Committee, and employees of the Authority.</p>		
Scope: This policy covers the employees of the Authority. Board travel is covered by a separate policy		
Procedures: <p>This policy applies to Authority employees on official Authority business. Official Authority business occurs when the Authority employee is traveling to attend approved job-related training, work on behalf of, officially represent, or provide a</p>		

service upon the Authority's request. Travel that would not directly benefit the Authority is not reimbursable. Employees of the Authority are to follow the NCDOT FFM Travel Policy and Procedures for guidance on all travel. Employees shall also follow additional travel guidance outlined below.

Passports

- Reimbursement for costs incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his duties, is required to travel overseas in the furtherance of official Authority business. Passport expenses are chargeable to the same fund that supports the employee's trip.

Super Saver Rates

- When traveling by common carrier to conduct official Authority business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the state of reduced transportation rates may be reimbursed subsistence for additional travel days if, in the opinion of the Finance Director, the amount saved due to the early and/or delayed travel is greater than the amount expended in additional subsistence. For example, when the reduced airfare rates require staying overnight one Saturday night, to be eligible for reimbursement, the state employee must stay overnight on the Saturday closest to the first or last day of official state business to which the employee is attending.
- With sufficient justification, the Finance Director can make an exception to this requirement prior to travel commencing.

Transportation by Chartered Aircraft

- The use of charter aircraft must be approved by the Secretary, provided the following is substantiated and put in writing:
 - A state aircraft is not available or not appropriate for the size of the party traveling or the destination airport.
 - The use of a charter flight is more economical than a commercial flight.
 - The use of a charter flight is necessary because of unusual travel circumstances.

Authorization for Out-of-Country Travel

- All out-of-country travel must be authorized by the Secretary.
- Employees traveling out-of-country must submit an estimate of anticipated expenses in writing to the Secretary for: meals, lodging, air transportation, ground transportation, and other miscellaneous expenses.
- Out-of-state subsistence rate limits are not applied to out-of-country travel.
- Out-of-country travel status begins when the employee leaves the country and remains in effect until the employee returns to the country.

Related Documents:

NCDOT FFM Travel Policy and Procedures

Revision History		
Revision Date	Revision Number	Description
2019	0	Tabled
9/14/2022	1	Rewritten to direct staff to the NCDOT FFM Travel Policy and Procedures.