



NC DEPARTMENT  
of COMMERCE  
RURAL ECONOMIC  
DEVELOPMENT



## **Creating Outdoor Recreation Economies (CORE) Program**

### **Guidelines for Training and Technical Assistance Support for Local Government Participants**

(Revised April 1, 2025)

#### **About the Creating Outdoor Recreation Economies (CORE) Program**

In January 2023, the N.C. Department of Commerce, Rural Economic Development Division, announced that 34 local governments from across the state would participate in the Creating Outdoor Recreation Economies (CORE) program. The CORE program, which is funded by a U.S. Economic Development Administration (EDA) State Tourism Grant, offers strategic planning and technical assistance to help rural North Carolina communities leverage the state's abundant outdoor recreation assets to support local economic growth.

Staff from the NC Main Street & Rural Planning Center's Rural Planning Program (Rural Planners) will facilitate strategic planning processes with CORE program participants to identify outdoor recreation assets that present economic growth opportunities and to create strategies to develop them. Strategies will focus on actions and projects that communities can do to increase tourism, encourage small business development, enhance quality of life for residents, plan for asset and infrastructure development, and/or position themselves to grow and attract outdoor gear manufacturing industries.

The CORE program will also provide training and technical assistance to help participating communities implement their strategies. Some training and technical assistance will be provided directly and at no cost to participating communities through the CORE program and its University of North Carolina System partners, thanks to the U.S. EDA grant. The CORE program also has funds that it can use to reimburse participating local governments for CORE-related training and technical assistance expenses, as outlined below.

#### **CORE Training and Technical Assistance Support**

The CORE program will provide participating local governments (CORE communities) with opportunities and financial support to access and attend training and/or to receive technical assistance related to the development of rural outdoor recreation economies. Such training and technical assistance may include webinars, conferences, courses, or workshops; group site visits to learn best practices from communities that have created successful outdoor recreation economies, and other similar activities. Financial support shall be in the form of reimbursement of certain training and/or technical assistance expenses.

For a CORE community to receive the training and technical assistance support outlined in this document, the local government must have adopted a resolution requesting CORE services from the Rural Planning Program and entered into an associated Memorandum of Understanding (MOU) with the North Carolina Department of Commerce, Rural Economic Development Division (REDD), Main Street & Rural Planning (MS&RP) Center and/or its Rural Planning Program, regarding such services. In addition, the local government should have completed the CORE strategic planning process with Rural Planning Program staff and adopted the CORE strategic plan.

A CORE community that has not yet completed its strategic planning process may be eligible to receive CORE training and/or technical assistance support if the local government and Rural Planning Program staff identify an opportunity that may be beneficial, but the timing of the activity would not allow the community to attend after the planning process is complete.

The CORE program intends to provide financial support for at least one training and/or technical assistance opportunity per CORE community before December 31, 2025. As CORE communities are reimbursed for training and/or technical assistance, CORE program administrators will monitor the budget and determine whether the program can provide additional financial support to CORE communities that have already been served.

### **Allowable Expenses**

As local governments complete and adopt their CORE strategic plans, Rural Planning Program staff and CORE program administrators will work with them to identify potential training and other learning opportunities, technical assistance, and resources that could help them to implement their plans.

The CORE program has funding available to reimburse local governments engaged in the program for certain training and/or technical assistance expenses they incur. For expenses to be eligible for reimbursement, the training and/or technical assistance should: relate to outdoor recreation economic development; support one or more strategies, goals, objectives, actions, and/or tasks identified in a community's CORE strategic plan; and enhance the community's ability to successfully implement its CORE strategies. In addition, the expenses must be reasonable, as determined by CORE program administrators, and adhere to standards of the N.C. Department of Commerce Travel Expense Policy ("Commerce Travel Policy") in effect when the expenses are incurred (see Appendix 1).

Expenses that may be reimbursed by the CORE program include:

- Registration fees for in-person and/or virtual conferences, workshops, courses, and other training events and activities.
- Passenger vehicle mileage for travel to and from the training site as measured from the CORE community's local government administration office ("duty station"). Reimbursement shall be at the business use standard mileage rate set by the U.S. Internal Revenue Service that is in effect when the travel occurs.
- Overnight lodging at commercial lodging establishments when the training site is located at least 35 miles from the CORE community's duty station. Reimbursable lodging expenses include the lodging rate (up to the maximum nightly rate specified in the Commerce Travel Policy that is in effect when the expenses are incurred) plus sales taxes, lodging taxes, local taxes, and service fees applied to the lodging rate. Communities are encouraged to seek lodging rates at or near the state rate; however, the CORE program recognizes that rates vary by location and will work with local governments to accommodate higher rates, when reasonable.
- Meals in accordance with the standards and at the rates specified in the Commerce Travel Policy that is in effect when the expenses are incurred. Meals are only reimbursable when an overnight stay is involved. Times of departure and return to a CORE community's duty station determine which meals are reimbursable.
- Fees charged by trainers, instructors, guest speakers, or other professionals with advanced knowledge in a CORE-related field that a local government hires to train, teach, present, consult, and/or provide technical assistance on CORE-related topics and/or projects, in person or virtually, to the local government, groups, and/or the community at large.

See the Reimbursement of Actual Expenses section, below, for the documentation that is required to substantiate actual expenses for reimbursement.

### **Reimbursement Payments and the North Carolina Financial System**

A local government must be set up as a payee in the North Carolina Financial System (NCFS) to receive a reimbursement payment from the CORE program. To become a CORE program payee, a local government must submit a State of North Carolina Substitute W-9 Form and a Supplier Electronic Payment Form through the N.C. Department of Commerce to the North Carolina Office of the State

Controller (OSC). It may take up to 30 days for the forms to be processed once the Department of Commerce submits them to the OSC. Therefore, the CORE program advises that local governments submit the forms as soon as possible to ensure they are processed prior to submitting reimbursement requests. The forms are in Appendix 2 of this document and are also available on the OSC website at <https://www.ncosc.gov/sites/default/files/2024-11/Substitute%20W-9%20Form.pdf> and [https://www.ncosc.gov/sites/default/files/2024-11/Supplier\\_Electronic\\_Payment\\_Request\\_with\\_Instructions\\_4-23-2024.pdf](https://www.ncosc.gov/sites/default/files/2024-11/Supplier_Electronic_Payment_Request_with_Instructions_4-23-2024.pdf).

***Please submit the completed forms via email to Ms. Toni Moore, Finance and Administrative Services Manager, N.C. Department of Commerce, Rural Economic Development Division, at [tmoore@commerce.nc.gov](mailto:tmoore@commerce.nc.gov), send a copy to Karen Smith, CORE Program Administrator, at [ksmith@commerce.nc.gov](mailto:ksmith@commerce.nc.gov), and include in the email's subject line a reference the CORE program.***

### **Prior Approval of Anticipated Expenses**

Local governments must receive prior approval from CORE program administrators to determine if expenses they expect to incur from the proposed training and/or technical assistance are eligible for reimbursement. Payments to reimburse such expenses shall only be made directly to the local governments engaged in the CORE program, as named in the aforementioned resolution and MOU, following the completion of the training and/or receipt of technical assistance.

To obtain prior approval of anticipated training and/or technical assistance expenses, a local government must submit a CORE Training/Technical Assistance Support Pre-Approval Request form (see Appendix 3) to CORE program administrators. The local government will use the Proposed Training Request form to provide a description of the proposed training and/or technical assistance opportunity, its location and date(s), a preliminary agenda, the names of the individuals that will attend and their affiliations to the community's CORE work, the proposed method of travel, the estimated expenses associated with participation, such as registration fees, meals, lodging, and mileage, a statement that explains how the training and/or technical assistance relates to and will assist the community with implementing its CORE strategies, and other information to help CORE program administrators evaluate the request.

A local government must submit a CORE Training/Technical Assistance Support Request form and any required supplemental information to CORE program administrators at least 30 days prior to the date when the training and/or technical assistance is scheduled to begin. CORE program administrators will confirm receipt of the request form and notify the local government of their decision, via email, within 10 days of their receipt of the form. CORE program administrators will communicate with the local government if the request lacks required information or needs more details. CORE program administrators will pause the review period for the request until the local government provides the required or additional information.

### **Reimbursement of Actual Expenses**

Once a local government completes the training and/or receives the technical assistance for which it received prior approval, it may request reimbursement from the CORE program for actual expenses incurred. To do so, the local government must submit the documents and supporting information requested below. If multiple people participated in a training activity on behalf of a local government, a reimbursement request should be submitted to the CORE program that covers the expenses for all such participants.

- A CORE Training/Technical Assistance Expenses Reimbursement form (see Appendix 4).
- An invoice issued by the local government to the N.C. Department of Commerce, Rural Economic Development Division, that references the Creating Outdoor Recreation Economies (CORE) program and includes the total reimbursement amount requested. The local government may use its own invoice or develop one based on the sample invoice provided in Appendix 5.

- Documentation of actual expenses, as outlined below and in accordance with the Commerce Travel Policy. The types of expenses must be eligible for reimbursement and coincide with those shown on the approved CORE Training/Technical Assistance Support Request form.

The list below outlines the types of documentation that must be submitted with the CORE Training/Technical Assistance Expenses Reimbursement form to verify actual expenses.

- Final agenda or itinerary for the training and/or technical assistance.
- Registration Fee - Receipt for registration fee payment that includes the name of the registrant, the amount charged, the amount paid, and the date of payment.
- Passenger Vehicle Mileage – A map or other document that indicates the trip origin, destination, route, and distance between the origin and destination. For example, a map from a GPS navigation or online mapping program, such as Google Maps or MapQuest, that shows the requested information is acceptable documentation.
- Overnight Lodging - An itemized receipt from a commercial lodging establishment that shows detailed expenses for each day, including the name of the lodging facility, the name of the lodging guest, the length of the stay, the nightly rate and total, if multiple nights, any applicable taxes and fees, the amount paid, and the date of payment.
- Meals – Receipts for meals are not required for reimbursement requests; however, actual times of departure and return must be indicated on the CORE Training Expenses Reimbursement form when meals are claimed. Meals are only reimbursable when the individual stays overnight. Per the Commerce Travel Policy, meals for overnight travel may be claimed as follows:
  - Breakfast when departing duty station prior to 6:00 am.
  - Lunch when departing duty station prior to noon.
  - Lunch when returning to duty station after 2:00 pm.
  - Dinner when departing duty station prior to 5:00 pm.
  - Dinner when returning to duty station after 8:00 pm.
- Fees for Training and/or Technical Assistance Providers - Receipt or paid invoice for fee(s) charged by training and/or technical assistance providers hired by the local government that includes the name and contact information of the provider, the name of the local government, the type(s) and date(s) of training and/or technical assistance provided, the amount charged by the provider, the amount paid by the local government, and the date of payment.

The CORE Training/Technical Assistance Expenses Reimbursement form, the invoice, and documentation of actual expenses should be sent by email to the CORE program administrators within 30 days of the completion of the training and/or technical assistance.

### **CORE Program Administrators**

Please contact the CORE program administrators listed below to discuss the financial assistance that may be available to support training and technical assistance opportunities of interest to your CORE community. They can also answer questions about the processes, forms, and documentation associated with the reimbursement of local governments for certain CORE-related training and/or technical assistance expenses.

David McRae  
ARC and SCRC Assistant Program Manager  
North Carolina Department of Commerce  
984-365-0853 mobile  
[david.mcrae@commerce.nc.gov](mailto:david.mcrae@commerce.nc.gov)

Karen Smith, AICP  
Rural Planning Program Manager  
NC Main Street & Rural Planning Center  
828-747-1585 mobile  
[ksmith@commerce.nc.gov](mailto:ksmith@commerce.nc.gov)

## **APPENDICES**

### **Creating Outdoor Recreation Economies (CORE) Program Guidelines for Training and Technical Assistance Support for Local Government Participants**

Appendix 1	N.C. Department of Commerce Travel Expense Policy (Updated January 10, 2025)
Appendix 2	State of North Carolina Substitute W-9 Form and Supplier Electronic Payment Form
Appendix 3	CORE Training/Technical Assistance Support Pre-Approval Request Form
Appendix 4	CORE Training/Technical Assistance Expenses Reimbursement Form and Sample Invoice
Appendix 5	Sample Invoice for CORE Training/Technical Assistance Expenses Reimbursement

## **Appendix 1**

### **N.C. Department of Commerce Travel Expense Policy (Updated January 10, 2025)**

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # FM 1
Title: Travel Expense Policy		
Effective Date:	July 1, 2001	Administering Authority: Chief Fiscal Officer
Revisions:	January 1, 2025	
Statutory Authority (if Applicable): State Budget Manual Section 5		

**Purpose:** To provide specific guidelines concerning travel reimbursement expenses.

**Policy:**

**FISCAL SERVICES GUIDELINES**

Following are some of the more common guidelines relative to expenditures which are reimbursable on Travel Reimbursement Requests. This should not be considered as being "all inclusive"; if you are confronted with a questionable expenditure please contact your supervisor and/or the Fiscal Services Division for clarification prior to commitment.

**TRAVEL REIMBURSEMENT REQUESTS:**

- "An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified **or for the convenience or personal preference of the employee** in the performance of official business are prohibited. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience."
- Each employee is responsible for his/her own request for reimbursement. Each employee is responsible for his/her own meals, registration costs and all other travel expenses incurred and should not pay any expenses for other employees.
- These policies are intended to apply only to those state employees or other persons on official state business. Official state business occurs when the state employee or other person is traveling to attend approved job related training and/or work on behalf of, officially represent, or provide a state service upon the state's request. Travel that would not directly benefit the state will not be reimbursable.
- All approved reimbursement requests (typed only) must be filed in the Fiscal Services Division (FSD) within 30 days after the travel period ends. **(Example: March 4th thru 8th travels is due in the FSD no later than April 8th)**. A delinquent letter will be issued to the employee and placed in his/her personnel file.

The only exceptions that will be granted are:

- Personal Sickness (out of the office for several weeks)
- Death in immediate family

--International Travel -- if employee uses his/her credit card. Credit card statements are used for the conversions rates

- The Travel Reimbursement Request form may be found at the web address:

[N.C. Department of Commerce Intranet - Fiscal Documents - All Documents](#)

- Please attach a short memo indicating if your travel reimbursement is delinquent due to one of the three exceptions listed above. The employee must sign the memo.
- All reimbursement requests must have signature of claimant and appropriate approving authority. All receipts must be attached.
- All reimbursements must include the **reason / purpose** of the trip in the purpose field.
- Travel Reimbursement Form should contain:

The authorized approver's signature on the travel reimbursement form (denoting they were authorized to take the trip) with the hotel e-mail receipt, the approved BDA if applicable according to Fiscal Management Guidelines, and all other proper receipts/documentation relating to the trip.

BDA's:

- All reimbursement requests must have approved budget authorization (BDA) attached to cover all out-of-state travel (even if the hotel is Gratis), registration fees in excess of \$49 or excess in-state hotel allowances. A BDA should be inclusive of all charges to be incurred with the associated expenses. This must be approved in advance. Trip costs are estimates, but details such as dates, destinations, names of travelers and registration fees must be accurate. Please refer to FM 10 for approval authority delegation via division directors (and designees) and Secretary's Office.
- Any BDA's requiring revisions should be reapproved by the approving Supervisor/Director of the agency/division, however, if the revision is in excess of \$500 it will need to be reapproved by the Secretary or Deputy Secretary of Commerce or their Designee.

Lodging:

- Reimbursement for in-state overnight lodging (prior approval by department head or his or her designee required to qualify for reimbursement of overnight stays) must be substantiated by an itemized receipt from a commercial lodging establishment; **copies of charge receipts only are not acceptable.**
- Travel must involve a destination at least 35 miles from the employee's assigned duty station (or home, whichever is less) to allow for an overnight stay. Regulations for departure and arrival times must be followed.
- "Duty station" is defined as the location where the employee is assigned. Department head approval is required to designate the employee's home as the duty station.



- A payment of sales tax, lodging tax, local tax or service fees applied to the cost of lodging is allowed in addition to the lodging rate (\$89.10 & \$105.20) and is to be paid as lodging expense.
- Express Hotel Invoices---The fiscal representative from each division must call for a detailed hotel invoice. Express hotel invoices are not acceptable. These invoices do not provide detailed expenses for each day.
- Web Based Internet Hotel Reservations-Exception has been granted from OSBM for employees to use the hotel email receipt when using a web based Internet site to book hotel reservations. The hotel email confirmation and travel reimbursement must include the following:

Hotel Email Receipts should contain:

Length of the stay

Nightly rate and total if it is for multiple nights

Name of the hotel

Employee's name

- Third Party Lodging- reimbursement for lodging in an establishment that is being rented out by a third party or an establishment treated as an apartment building by state or local law or regulation is allowed only if the agency can document that per day lodging rates will cost less than standard in state or out of state lodging rates noted in the subsistence table below. Third party lodging requests must include documentation that provides evidence of savings to the State. Third party lodging agreements are not allowed among family members or where such agreements or payments create a financial conflict of interest to the traveling employee or other agency managers or employees. Third party lodging may include, yet is not limited to, online website house or room rental services. A signed rental agreement, or a reservation and receipt and documentation of agency budget office prior approval must be presented to receive reimbursement.

Meals:

- Maximum allowed subsistence rates effective July 01, 2023

	<u>In-State</u>	<u>Out-of-State</u>
<b>Breakfast</b>	<b>\$10.10</b>	<b>\$10.10</b>
<b>Lunch</b>	<b>13.30</b>	<b>13.30</b>
<b>Dinner</b>	<b>23.10</b>	<b>26.30</b>
<b>Hotel</b>	<b>89.10</b>	<b>105.20</b>
<b>DAILY TOTAL</b>	<b><u>\$135.60</u></b>	<b><u>\$154.90</u></b>

- Excess for meals is not allowable unless the meal is included in a registration fee, out-of-country travel or predetermined charges which are specifically stated in a program, brochure and etc. (copy must be furnished) and **prior** approval by BDA has been received. A BDA should be inclusive of all charges to be incurred with the associated expenses. The cost of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests.

- If requested, each employee may be reimbursed for breakfast even if their hotel offers a free continental breakfast.
- No lunch reimbursement unless an overnight stay is involved with the exception of official board/commission meetings where attendance is required and the meal is a preplanned part of the formal agenda. Refer to FM-2 and FM-10, Section 4 regarding meals to prospect and prospect expenses.
- Meals for **overnight** travel may be claimed under the following circumstance:  
Breakfast when departing duty station prior to 6:00 am;  
Lunch when departing duty station prior to Noon;  
Lunch when returning to duty station after 2:00 pm;  
Dinner when departing duty station prior to 5:00 pm;  
Dinner when returning to duty station after 8:00 pm;
- Actual times of departure and return must be indicated on the reimbursement request when meals are claimed.
- Employees are allowed to claim reimbursement for meals even though they are shown and offered as a part of one's flight schedule on a commercial airline.
- Tips for meals are included as part of the meal allowance.

Phone Calls:

- Employees are not allowed to charge long distance phone calls to the state for calls made of a personal nature. Except as stated --- **(1)** An employee who is in travel status for two or more consecutive nights in a week is allowed one personal long distance telephone call for each two nights for which reimbursement to the employee may not exceed \$3 for in-state calls or \$5 for out-of-state calls. Documentation is required for reimbursement (itemized daily charges on the hotel bill will serve as documentation for the call or phone service invoice). **(2)** Call(s) is/are of an emergency nature will be determined by the department. An example is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.
- All long distance calls that are to be paid by the state are those made pursuant to the employee conducting official state business. Reimbursement may be requested for business calls under "other expenses" on the travel reimbursement form. **Calls over \$5.00 must be identified with destination and number called.**

Mileage:

- It is the intent of the State that state employee travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the State. With regard to passenger vehicle travel, whether in or out-of-state, Commerce shall:
  - Maximize utilization of state-owned vehicles (agency-owned or agency-assigned vehicles owned by the Department of Administration),
  - Make use of State term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Services), and

- Reimburse for use of personal vehicles
- When State-owned resources are not available, the agency may procure vehicles through the State's term contracts or reimburse use of personal vehicles. The employee will be required to submit an "EMPLOYEE REQUEST TO USE RENTAL OR PRIVATE-OWNED VEHICLE" to his or her supervisor.
- **NOTE:** Information regarding the State's term contract can be found in the Rental Vehicles section.
- Use of personal vehicle for state business is reimbursable when the trip is approved by a supervisor (authorized approver for travel reimbursements). If a state employee uses a personal vehicle, actual mileage is reimbursable. Mileage is measured from the closer of duty station or point of departure to destination (and return).
- A state employee shall be reimbursed the business standard mileage rate set by the IRS **70 cents per mile** (effective January 1, 2025) when using their personal vehicle for state business. Parking fees, tolls, and storage fees are reimbursable when the required receipts are obtained. The employee must claim the actual mileage for the trip.
- **Documentation of miles driven, noting origin and destination of the trip is required to be attached to the Travel Reimbursement Form. Example of documentation is print outs from internet sites such as MapQuest or Google Maps.**
- Mileage rate for travel to and from the airport is reimbursable at the IRS rate of **67 cents** for all Commerce Divisions. Mileage is measured from the **closer** of the duty station or home. The employee **will not** be required to submit an "EMPLOYEE REQUEST TO USE RENTAL OR PRIVATE-OWNED VEHICLE" form when travel only involves mileage reimbursement to and from the airport.
- Travel to/from Airport at Employee's Duty Station

Reimbursement for travel between the employee's duty station or home (whichever is less) and the nearest airline terminal (or train/bus station if applicable) and for parking may be made under the following circumstances.

For travel by:

- Taxi, car service, mobile phone ordered car service, or Airport Shuttle - Actual costs with receipts.
- Private car - the business standard mileage rate set by the Internal Revenue Services for one round trip with or without parking charge. Receipts are required for airport parking claims.
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed without receipts \$5 for each one-way trip either from the airport to hotel/meeting or from the hotel/meeting to the airport or the actual cost of the travel with the submission of receipts.

Fees in **excess** of \$20 require that the destination be listed.

- Travel to/from Airport at Employee's Destination

Reimbursement for travel to and from the airline terminal (or train/bus station if applicable) at the employee's destination may be made where travel is via most economical mode available as listed below:

- Taxi, car service, mobile phone ordered car service or Airport Shuttle service – Actual costs with receipts.
- Private Car- the business standard mileage rate set by the Internal Revenue Service for one round trip with or without parking charge. Receipts are required for airport parking claims.
- Use of Public Transportation – In lieu of using a taxi or airport shuttle, employees can be reimbursed \$5 without receipts for each one-way trip from the airport to hotel/meeting or from the hotel/meeting to the airport. Reimbursement will be made for the actual cost of the travel with the submission of receipts.

Fees in **excess** of \$20 require that the destination be listed.

Parking:

- Parking expenses are reimbursable while in the course of conducting official State business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the State as low as possible. **Receipts must be furnished.** Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. For example, excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip.

Travel Involving Trips Other than to and from the Airport:

- The actual costs of taxi and shuttle service fares are reimbursable when required for travel on official state business. The request must be documented with a receipt. The use of public transportation is reimbursable for actual costs with a receipt. Fees in **excess** of \$20 require that the destination be listed.

Extraordinary Expenses:

- ATM Fees- If the employee is in travel status as documented by an approved BDA, receipts in the amount of the withdrawal are required for reimbursement of ATM fees.
- The cost of road maps is **not** reimbursable. Proper trip organization should precede all travel. Travel routes should be preplanned using either free on-line map services, such as Map Quest, Yahoo Maps, etc. or conventional state road maps. State maps are available at our own Division of Tourism and are included in all state vehicles.

- Items for personal use such as cosmetics, medications, snacks, clothing, alcoholic beverages, refreshments or other items for personal preference or convenience are not reimbursable.
- Tips for maid services will not be reimbursable.
- Laundry costs are not reimbursable except for out-of-country travel for stays of one week or longer.
- Tuxedo rental is a personal expense of the employee. Commerce cannot reimburse for tuxedo rental.
- Original receipts must be furnished for expenses such as postage, film developing/purchase, freight, copies, etc.

Gratuity:

- Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds. Gratuity or tips should be listed under "other expenses" on the reimbursement request form. For further guidance, the following information is provided when calculating a tip:
  - Airports: Baggage Handling/Skycaps = no more than \$2 per bag;  
Shuttle Drivers= no more than \$2 per bag.
  - Parking/Auto Related: Valets = \$2 per car when collecting the car;  
Taxi Drivers =no more than \$5 per trip and \$1 - \$2 a bag.
  - Hotel Related: \$1 - \$2 a bag.
- If an employee claims tips not listed as referenced above, justification must be attached and approved by the authorized approver of travel reimbursements and the employee.

Airline Travel:

- **All travel utilizing a commercial airline (in-state, out-of-state, out-of-country) must receive prior approval through the BDA process approved by the Secretary or his/her designee.** A BDA should be inclusive of all charges to be incurred with the associated expenses. Please attach the approved BDA to the Cash Disbursement Code Sheet and the invoice from the travel agent. If the employee receives reimbursement for the airfare, the canceled ticket/receipt should also be attached to the travel reimbursement form and all proper documentation to accommodate the reimbursement.
- Penalties for ticket changes or cancellation are the responsibility of the individual unless the change is at the direction of or for the convenience of the department; emergency situations are an exception.

- Air travel is reimbursable at actual coach fare only and must be substantiated by a receipt and approved BDA. The only exception is air travel internationally on overseas flights may be reimbursed at the actual business class fare with an approved BDA. If there are unusual or extenuating circumstances, which should be considered, then a justification and explanation should be attached to the BDA seeking approval for an exception. The airline itinerary must be attached to the reimbursement request. If the employee receives reimbursement for the airfare, the canceled ticket/receipt should also be attached to the travel reimbursement form and all proper documentation to accommodate the reimbursement.
- Reimbursement for check – in fees is limited to actual costs substantiated by receipt. "Check-in" fees or “**baggage fees**” are presently being issued by more and more airlines, bus, or rail services.
- 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 state business. Passport expenses are chargeable to the same fund that supports the employee's trip.
- Frequent Flier Miles and Coupons/Certificates earned by a state employee while traveling on state business at state expense are property of the state and shall be used by the state employee on future state business trips.

#### STATE VEHICLES:

- Procedures for obtaining and using state vehicles owned by the Division of Motor Fleet Management (Department of Administration) is set forth in the Rules and Regulations provided by that division. Every individual who uses a permanently assigned state-owned passenger motor vehicle, pickup truck, or van to drive between his official workstation and his home, shall reimburse the state for these trips at a rate computed by The Department of Administration.
- Expenses for state vehicles (gasoline, repairs, etc.) are the responsibility of DOA Motor Fleet Management (MFM). Any reimbursement for purchases made by the individual must be paid and authorized by MFM.
- Permanently assigned vehicles must be driven 12,600 miles annually (1,050 miles monthly)
- Car logs should be completed and submitted to Fiscal Services by the 10th of each new month. If a travel log is not received, the division will be billed the minimum 1050 miles for that month and the actual mileage will be billed, when the travel log is received, on the next billing. The Division Director will be notified that a travel log was not received.
- Make certain all information requested on the car log is completed before submission; particularly approved signature, employee driving, destination, purpose of visit and mileage.
- Verify total mileage for month, **Department # and Fund/RCC #**
- It is the responsibility of persons assigned a MFM-owned vehicle(s) to keep the vehicle(s) clean. Motor Fleet Management no longer pays for vehicle washes. The cost of washes is the responsibility of the person or agency assigned the vehicle.

- Other contact phone numbers for MFM are (919) 733-6540 and (919) 733-7773.

#### RENTAL VEHICLES:

- For both in-state and out-of-state travel, rental vehicles shall be obtained through the State's term contracts when available. Unless prior approval has been obtained from the department head or his or her designee, the state employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State's term contract for short-term vehicle rentals. No reimbursement will be made for rental insurance purchased because the state employees are covered under the State's auto insurance program. However, reimbursement for automobile rental insurance will be permitted for individuals engaged in state business during travel to international destinations.
- Enterprise will direct bill Commerce for in-state and out-of-state travel. Each division will have an assigned customer number. When reserving the rental vehicle the employee must provide the customer number in order for Enterprise to direct bill.
- Below is the link to State Term Contract 975B Vehicle Rental Services. The link will provide you with the vendors, reservation instructions, rental rates, and accident reporting.

<http://www.doa.state.nc.us/pandc/975b.pdf>

- Vendor shall charge only the rates shown in the Hertz Master Agreement No. 9949 Enterprise Master Agreement No. 9950 and NC Participating Addenda for the rental of vehicles at each branch location. Rate includes all charges for reservations, shuttle service, collision/loss damage waiver insurance, and unlimited mileage.
- These rental rates are base rates. They are exclusive of fuel for re-fueling, optional services or features purchased by Traveler, local and state sales and federal excise taxes, airport concession fees, city surcharges or city differential fees applicable in certain cities, legislative or mandated taxes or fees, bond issues imposed by government bodies or similar charges controlled by third party(ies).

#### LUNCHEONS / DINNERS / RECEPTIONS / CONFERENCES / OTHER ACTIVITIES HOSTED BY THE DEPARTMENT:

- Registration fees for conferences, training classes, seminars or other non-accredited classes will be reimbursed for the actual amount. Individuals are responsible for paying all registration fees for \$49 or less. (Exceptions will be granted to employees attending in groups of two or more. Each employee must complete an Advance Registration Form and one check will be issued to the vendor). Agendas and receipts must be attached with the reimbursement request when the employee pays the advance registration of \$49 or less. Advance Registration Request forms must be completed for any advance registration payment made by Fiscal Management. The supporting documents, the BDA (if required), and the agenda must be attached to the Advance Registration Request. A BDA should be inclusive of all charges to be incurred associated with the trip.



- Registration fees for educational assistance associated with courses taken for academic credit: refer to HR 8 and 9.

#### External Conferences

- External conferences are those that involve the attendance of persons other than the employees of a single state department, institution or agency. Payment for meals is allowable if included in the registration fee, but the fee must not consist exclusively of meal or it will not be allowable unless meeting overnight travel criteria.

#### **Requirements and Limitation for External Conferences**

1. Function must be approved in writing in advance by the Secretary's Office through Fiscal Services with details, anticipated expenses, agenda and etc. spelled out.
2. There is written invitation to participants, setting forth the calendar of events, the social activities, if any, and the detailed schedule of costs.
3. Purchases connected with such activities must be approved by the Commerce's Purchasing Officer prior to any commitment; including personal services, use of buses, etc.
4. Assemblies should be held in state facilities; however, non-state facilities can be rented and the cost charged to a state agency without allocation to participants' daily subsistence allowances.
5. Break costs for conferences and etc. are limited to \$5.00 per person per day with a minimum of 10 people required. Prior approval from the Secretary's Office must be obtained. Please provide list of attendees.
6. Individuals within the department are not authorized to sign binding contracts; only the Secretary or his/her designee.
7. A list of attendees and the agenda must be provided with invoices when submitted for payment with the approved Cash Disbursement Code Sheet.
8. Social security numbers must be obtained for payments to individuals for services rendered.
9. Purchases of flowers or gifts are not reimbursable.
10. Registration fees may be charged by the sponsoring department to participants for cost of external conferences.
11. Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers. Registration fees collected (refer to FM-11, Cash Management) and not used to defray expenses of the particular conference may not be used for other programs and must revert to the general fund as applicable (G.S. 138-6(a)(4)).

When assemblies are to be held under the sponsorship of a state department in which the funding for all participants is budgeted, lump-sum payments to a conference center or an organization may be made upon written authorization from the Secretary or his/her designee. The authorization must provide:

1. The purpose and duration of the conference.
2. The number of persons expected to attend.
3. The specific meals to be served at the conference (**law prohibits lunches being provided to state employees unless registration fees are charged to all attendees**).
4. The approximate daily subsistence cost per person; and



5. The name of the conference center, hotel, caterer, or other organization providing the service.

It is the responsibility of the divisions to ensure that reimbursement for meals included in the lump-sum payment is not also included in reimbursement payments made to state employees who are conference participants.

- Internal Conferences

Internal conferences are those that involve the attendance of employees within that particular department, institution, or agency only. No payment for meals is allowable unless an overnight travel criterion is met. A routine staff meeting or retreat is not an internal conference.

**Requirements and Limitations for Internal Conference:**

1. The conference is planned in detail in advance, with a formal agenda or curriculum. Function must be approved in writing in advance by the Secretary's Office through Fiscal Services with details, anticipated expenses, agenda and etc. spelled out.
2. There is a written invitation to participants, setting forth the calendar of events and the detailed schedule of costs.
3. No excess travel subsistence may be granted for internal departmental meetings, conferences, seminars, etc., and such meetings must be held in state facilities when available. No registration fee may be charged.
4. Break costs for conferences and etc. are limited to \$5.00 per person per day with a minimum of 10 people required. Prior approval from the Secretary's Office must be obtained. Please provide list of attendees.
5. A department cannot use state funds to support or underwrite a meeting, assembly, conference, seminar, rally, celebration or similar function by whatever name called that promotes any cause or purpose other than the mission and objectives of the department.

These guidelines must adhere to the above regulations for any luncheons, receptions and other activities.

No coffee, refreshments, cups, paper plates, etc. can be purchased with state funds for routine office use.

**CORRECTIONS on Fiscal Services Forms**

- Please do not use white out or correction tape on any Fiscal Services Forms. The employee must mark through the error one time, make the correction, and initial the correction. The forms should be neat which will allow them to be processed in a timely manner. If the Fiscal Representative from the Division receives a Fiscal Services form with several errors, the form must be redone before submitting to Fiscal Services.

- The format of any Fiscal Services form should not be revised to accommodate the division. If the division has a concern or special need, please contact the Fiscal Services Division. The CFO of Dept. of Commerce issues approval of all forms generated by the Fiscal Services Division.
- The travel reimbursement form allows the mileage rate to be changed. This is the only format that should be changed.
- Any forms written in pencil (this includes corrections) will be returned as incomplete to the Division.

## **Appendix 2**

### **State of North Carolina Substitute W-9 Form and Supplier Electronic Payment Form**

**STATE OF NORTH CAROLINA**  
**SUBSTITUTE W-9 FORM**  
**Request for Taxpayer Identification Number**



NC Office of the  
State Controller  
(IRS Form W-9 will not be  
accepted in lieu of this form)  
**\*Denotes a Required Field**

**Section 1 – Taxpayer Identification**

<p><b>*1.</b> Social Security Number (SSN), OR Employer Identification Number (EIN), OR Individual Taxpayer Identification Number (ITIN)</p> <p><b>*2.</b></p> <p style="color: red; text-align: center;">(PRESS THE TAB KEY TO ENTER EACH NUMBER)</p>	<p>Please select the appropriate Taxpayer Identification Number (EIN, SSN, or ITIN) type and enter your 9-digit ID number. The U.S. Taxpayer Identification Number is being requested per U.S. Tax Law. Failure to provide this information in a timely manner could prevent or delay payment to you or require The State of NC to withhold 24% for backup withholding tax.</p>
<p><b>*4. Legal Name</b> (as registered with the IRS - see instructions):</p>	<p><b>3. Unique Entity Identifier or Dunn &amp; Bradstreet Universal Numbering System (DUNS)</b> (see instructions):</p> <p style="color: red; text-align: center;">(PRESS THE TAB KEY TO ENTER EACH NUMBER)</p>
<p><b>5. Business Name/DBA/Disregarded Entity Name, if different from Legal Name:</b></p>	
<b>Contact Information</b>	
<p><b>*6. Legal Address</b>  <span style="color: red;">(DO NOT TYPE OR WRITE IN THIS FIELD)</span></p>	<p><b>7. Remittance Address</b> (Location specifically used for payment that is different from Legal Address, if applicable)</p>
<p><b>*Address Line 1:</b></p>	<p><b>Address Line 1:</b></p>
<p><b>Address Line 2:</b></p>	<p><b>Address Line 2:</b></p>
<p><b>*City</b>                      <b>*State</b>                      <b>*Zip (9 digit)</b></p>	<p><b>City</b>                      <b>State</b>                      <b>Zip (9 digit)</b></p>
<p><b>*County</b></p>	<p><b>County</b></p>
<p><b>*8. Contact Name:</b></p>	
<p><b>*9. Phone Number:</b></p>	
<p><b>10. Fax Number:</b></p>	
<p><b>*11. Email Address:</b></p>	
<p style="text-align: center;"><b>*12. Entity Type</b></p> <p>Individual/Sole Proprietor/Single-member LLC      C-Corporation      S-Corporation</p> <p>Partnership      Trust/Estate      Other _____</p> <p>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p>	<p style="text-align: center;"><b>*13. Entity Classification</b></p> <p>Medical Services</p> <p>Legal/Attorney Services</p> <p>NC Local Govt</p> <p>Federal Govt</p> <p>NC State Agency</p> <p>Other Govt</p> <p>Other (specify)</p>
<p style="text-align: center;"><b>14. Exemptions (see instructions)</b></p> <p>Exempt payee code (if any):</p> <p>Exemption from FATCA reporting code (if any):</p>	

**Section 2 - Certification**

<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding because of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. citizen or other U.S. person (defined later in general instructions), and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol> <p>Certification instructions: Please refer to the IRS Form W-9 located on the IRS Website (<a href="https://www.irs.gov/">https://www.irs.gov/</a>):</p>		
<p><b>*Printed Name:</b></p>	<p><b>*Printed Title:</b></p>	
<p><b>*Authorized U.S. Signature:</b></p>	<p><b>* Date:</b></p>	

Please complete the Modification to Existing Supplier Records form if there have been any changes to the following: Tax Identification Number (TIN), Legal Name, Business Name, Remittance Address.

If you would like to receive your payments electronically, please complete the Supplier Electronic Payment form.

Return all completed forms to the State Agency from which you are requesting payment.

## General Instructions

For General Instructions, please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>).

## Specific Instructions

### Section 1 -Taxpayer Identification

**1. Taxpayer Identification Type.** Check the type of identification number provided in box 2.

**2. Taxpayer Identification Number (TIN).** Enter taxpayer's nine-digit Employer Identification Number (EIN), Social Security Number (SSN), or Individual Taxpayer Identification Number (ITIN) without dashes.

Note: If an LLC has one owner, the LLC's default tax status is "disregarded entity". If an LLC has two owners, the LLC's default tax status is "partnership". If an LLC has elected to be taxed as a corporation, it must file IRS Form 2553 (S Corporation) or IRS Form 8832 (C Corporation).

**3. Unique Entity Identifier or DUNS Number.** Suppliers are requested to enter their Unique Entity ID number or DUNS Number created in SAM.gov, if applicable.

**4. Legal Name.** Enter the legal name as registered with the IRS or Social Security Administration. For individuals, enter the name of the person who will do business with the State of NC as it appears on the Social Security Card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names. Do not enter a DBA or Disregarded Entity Name on this line.

**5. Business Name.** Business, Disregarded Entity, trade, or DBA ("doing business as") name.

### Contact Information

**6.** Enter your **Legal Address**.

**7.** Enter your **Remittance Address, if applicable**. A **Remittance Address** is the location in which you or your entity receives business payments.

**8.** Enter the **Contact Name**.

**9.** Enter your **Business Phone Number**.

**10.** Enter your **Fax Number**, if applicable.

**11.** Enter your **Email Address**.

For clarification on IRS Guidelines, see [www.irs.gov](http://www.irs.gov).

**12. Entity Type.** Select the appropriate entity type.

**13. Entity Classification.** Select the appropriate classification type.

### Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the Exemptions box, any code(s) that may apply to you. See Exempt payee code and Exemption from FATCA reporting code below.

**14. Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1 - An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 - The United States or any of its agencies or instrumentalities
- 3 - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions, or instrumentalities
- 4 - A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 - A corporation
- 6 - A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 - A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 - A real estate investment trust
- 9 - An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 - A common trust fund operated by a bank under section 584(a)
- 11 - A financial institution
- 12 - A middleman known in the investment community as a nominee or custodian
- 13 - A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

If the payment is for...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A - An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B - The United States or any of its agencies or instrumentalities

C - A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D - A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E - A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F - A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G - A real estate investment trust

H - A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I - A common trust fund as defined in section 584(a)

J - A bank as defined in section 581

K - A broker

L - A trust exempt from tax under section 664 or described in section 4947(a)(1)

M - A tax exempt trust under a section 403(b) plan or section 457(g) plan

## Section 2 - Certification

To establish to the paying agency that your TIN is correct, you are not subject to backup withholding, or you are a U.S. person, or resident alien, sign the certification on NC Substitute Form W-9. You are being requested to sign by the State of North Carolina.

For additional information please refer to the IRS Form W-9 located on the IRS Website (<https://www.irs.gov/>).

**NC Office of the State Controller**

See instructions for return information.

Telephone: 919-707-0795

www.osc.nc.gov | ncfsepay@ncosc.gov

**Supplier Electronic Payment Request**

New Add Request

Change/Update Existing Account

Inactivate Existing Account

**\*Denotes a required field**

The State of North Carolina offers payees the opportunity to receive payments electronically through U.S. based banks. In addition to having the funds deposited electronically, you will also receive remittance information by e-mail.

**We require you to submit a copy of a voided check, bank statement, or a bank authorization letter on bank letterhead signed by a bank representative for account verification.**

**\*TAX ID # or SSN**

--	--	--	--	--	--	--	--	--	--

**\*PAYEE NAME**

--	--	--	--	--	--	--	--	--	--

**\*REMITTANCE ADDRESS**

(AS PRINTED ON YOUR INVOICE)

STREET

--	--	--	--	--	--	--	--	--	--

SUITE/ROOM #

--

--

CITY

--	--	--	--	--	--	--	--	--	--

STATE

ZIP CODE

**\*CONTACT**

NAME &amp; TITLE

--	--	--	--	--	--	--	--	--	--

PHONE NUMBER

--	--	--	--	--	--	--	--	--	--

**NEW FINANCIAL INFORMATION**

<b>*FINANCIAL INSTITUTION NAME:</b>										
<b>*NAME ON ACCOUNT:</b>										
<b>*NEW ROUTING NUMBER:</b>										
<b>*NEW ACCOUNT NUMBER:</b>										
<b>*ACCT TYPE:</b>	Checking					Savings				
<b>*REMIT E-MAIL ADDRESS</b>										

**New add requests MUST include contact information for the state agency with which you are doing business.**

<b>*North Carolina Agency Name:</b>	<b>*North Carolina Agency Contact Name:</b>
<b>*North Carolina Agency Contact Email Address:</b>	<b>*North Carolina Agency Contact Phone Number:</b>

**PRIOR FINANCIAL INFORMATION (only required for updates)**

<b>FINANCIAL INSTITUTION NAME:</b>										
<b>NAME ON ACCOUNT:</b>										
<b>ROUTING NUMBER:</b>										
<b>ACCOUNT NUMBER:</b>										
<b>ACCT TYPE:</b>	Checking					Savings				
<b>REMIT E-MAIL ADDRESS</b>										

**\* ALL BOXES BELOW MUST BE REVIEWED AND CHECKED**

	I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, and the requirements of the Office of Foreign Assets Control (OFAC). I affirm the entire amount of the payment will not be transferred to a foreign bank account.
	I authorize the Office of the State Controller to initiate ACH payments, and if necessary, adjustments for any ACH payments in error, to the financial institution and account identified on the attached certification document. This authority will remain in effect until I, the supplier cancel it in writing or the authority is terminated by the NC Office of the State Controller.
	I have attached a copy of a <b>current</b> voided check, current bank statement, or a bank authorization letter on bank letterhead signed by a bank representative.

<b>*PRINT NAME:</b>	<b>*DATE:</b>
<b>*SIGNATURE:</b>	<b>*PHONE NUMBER:</b>

## Instructions

**\* Denotes a required field on the form**

1. \*Check the appropriate box at the top of the form:
  - New Add Request – Supplier would like to begin receiving payments via ACH.
  - Change/Update Existing Account – Supplier's account number, routing number, or remittance email address has changed.
  - Inactivate Existing Account – Supplier no longer wants to receive payments via ACH.
2. \*Enter the supplier's Tax Identification Number or Social Security Number.
3. \*Enter the Payee Name – The name of the person or business receiving payment.
4. \*Enter the supplier's remittance address. The remittance address is the address printed on your invoice where payments should be sent.
5. \*Enter the supplier's contact name, title, and phone number.
6. \*Enter the supplier's financial information:
  - Financial Institution Name – Name of the financial institution.
  - Name on Account – The account owner's name.
  - Routing Number – Nine-digit number identifying the financial institution.
  - Account Number – The bank account number where the funds should be deposited.
  - Account Type – Is this a checking or savings account? Check the appropriate box.
  - Remit E-mail address - Enter the email address to which the remittance advices should be sent.
7. \*For a **new add request only**, provide the following:
  - North Carolina Agency Name – The state agency the supplier is doing business with.
  - North Carolina Agency Contact Name – The supplier's contact person name at the state agency.
  - North Carolina Agency Contact Email Address – The contact person's email address at the state agency.
  - North Carolina Agency Contact Phone Number – The contact person's phone number at the state agency.

**NOTE: New add requests MUST include contact information for the state agency with which you are doing business.**

8. Prior Financial Information – this is required if the supplier's bank account, routing number, or remittance email address has changed.
  - Financial Institution Name – Name of the prior financial institution.
  - Name on Account – The account owner's name.
  - Routing Number – Nine-digit number identifying the prior financial institution.
  - Account Number – The bank account number where the funds were being deposited.
  - Account Type – Is this a checking or savings account? Check the appropriate box.
  - Remit E-mail address - Enter the email address to which the remittance advices were being sent.
9. \*Review all the information in the 3 attestation boxes located above the signature area. All 3 boxes must be checked – **otherwise the request will not be processed.**
10. \*Print Name – Print the name of the authorized signee on the form.
  - \*Date – Date of signature.
  - \*Signature – The authorized signee's signature.
  - \*Phone Number – The authorized signee's phone number.

**Return to:**

**OSC - NCFS Support | 1410 Mail Service Center | Raleigh, NC 27699-1410**

**OR FAX - 919.875.3804**

**Please allow up to 30 days for processing**



## **Appendix 3**

### **CORE Training/Technical Assistance Support Pre-Approval Request Form**

## CORE Training/Technical Assistance Support Pre-Approval Request Form

April 2025

To seek prior approval for proposed CORE-related training and technical assistance expenses, a local government must respond to the questions on this form and submit it, as well as any other required documents, to CORE program administrators at least 30 days prior to the date when the training and/or technical assistance is scheduled to begin. CORE program administrators will confirm receipt of the request form and notify the local government of their decision, via email, within 10 days of their receipt of the form. CORE program administrators will communicate with the local government if the request lacks required information or needs more details.

To prepare and submit the pre-approval request, please save a copy of this form and fill in the fields that are shaded in gray, if applicable. Send the completed copy via email to the CORE program administrators, David McRae (david.mcrae@commerce.nc.gov) and Karen Smith (ksmith@commerce.nc.gov). Include in the email subject line: "CORE Training pre-Approval - Town or County Name."

<b>Submittal Date</b>						<b>Estimated Reimbursable Expenses Summary</b>			
						Registration Fees		\$0.00	
<b>Local Government Name</b>						Mileage		\$0.00	
						Lodging		\$0.00	
<b>Local Government Mailing Address</b>						Meals		\$0.00	
						Technical Assistance Fees		\$0.00	
<b>Town/City/County Manager (or Administrator) Contact Information</b>						<b>Total</b>		<b>\$0.00</b>	
Name									
Title									
Email		Telephone							
<b>Proposed Training/Technical Assistance Dates</b>									
Start Date		End Date		Total Days					
<b>Proposed Training/Technical Assistance Description</b>									
Training/Technical Assistance Name					Location (City, State)				
Host / Organizer/ Provider Name					Event / Provider Website				
Below, briefly describe the proposed training and/or technical assistance and explain how it will help the community with CORE strategy implementation. Include information that will help CORE program administrators to evaluate the request for training and/or technical assistance support.									
<b>Estimated Training Registration Fees (if applicable)</b>									
Registration fee per participant			Number of participants that will register			Total estimated registration fees		<b>\$0.00</b>	

Proposed Training Participants (if applicable)										
Name	Title (if applicable)	Local Government Official or Staff?		Connection to Local Government's CORE Plan/Project (e.g., work group member, plan stakeholder, plan implementation partner, local government elected or appointed official, local government staff, etc.)						
		Yes	No							
<b>Estimated Passenger Vehicle Mileage Expenses (if applicable)</b> - Reimbursement shall be at the business use standard mileage rate set by the U.S. Internal Revenue Service (IRS) that is in effect when the travel occurs. <i>The 2025 rate is \$0.70.</i>										
Estimated distance in vehicle miles from duty station to conference site to duty station (1 round trip)			Anticipated number of round trips		2025 U.S. IRS business use standard mileage rate	\$0.70	Total estimated mileage expenses		<b>\$0.00</b>	
<b>Estimated Lodging Expenses (if applicable)</b> - For overnight lodging to be reimbursed, the travel must be to a destination located at least 35 miles from the local government's administration office (duty station). Reimbursable lodging expenses include the lodging rate (up to the maximum nightly rate specified in the N.C. Department of Commerce Travel Expense Policy that is in effect when the expenses are incurred) plus sales taxes, lodging taxes, local taxes, and service fees applied to the lodging rate. Per its <i>Guidelines for Training and Technical Assistance Support for Local Government Participants</i> , the CORE program may reimburse lodging expenses that exceed the rate referenced herein, when reasonable.										
<b>Nightly Lodging Rates</b>										
Lodging facility name			Website			Location			Distance from duty station (miles)	
Number of rooms needed		Actual nightly rate, including taxes & fees, for one room				Number of nights			Total estimated lodging expenses	<b>\$0.00</b>
<b>Estimated Meal Expenses (if applicable)</b> - Meal reimbursement must be in accordance with the standards and at the rates specified in the N.C. Department of Commerce Travel Expense Policy in effect when the expenses are incurred. <i>Meals are only reimburseable when a participant stays overnight.</i> Times of departure and return to the local government's administration office (duty station) determine which meals are reimbursable. Meals that are included in registration fees, conference costs, hotel registration, etc., may not be duplicated in support requests.										
	In-State Meals			Out-of-State Meals			(Rates effective January 1, 2025)			
	Breakfast	Lunch	Dinner	Not Applicable						
Meal Reimbursement Rates	\$10.10	\$13.30	\$23.10							
Number of meals (total - all participants)										
Meal costs (total - all participants)	\$0.00	\$0.00	\$0.00							
							Total estimated meal expenses	<b>\$0.00</b>		
<b>Estimated Technical Assistance Fees (if applicable)</b>										
Technical assistance provider fee(s)		<b>\$0.00</b>								

## **Appendix 4**

### **CORE Training/Technical Assistance Expenses Reimbursement Form**

To prepare and submit the reimbursement request, save a copy of this form and fill in the fields that are shaded in gray, as applicable. Send the completed copy with other required documents via email to the CORE program administrators, David McRae (david.mcrae@commerce.nc.gov) and Karen Smith (ksmith@commerce.nc.gov). Include in the email subject line: "CORE Training Reimbursement - Town or County Name."

Training/Technical Assistance Description	
In the space below, briefly describe the training and/or technical assistance and how it has benefitted or will benefit the community with CORE strategy implementation.	

[illegible]

## **Appendix 5**

### **Sample Invoice for CORE Training/Technical Assistance Expenses Reimbursement**

**SAMPLE INVOICE**

	Local Government Name
	Mailing Address
	City, State Zip Code
	Telephone Number

***Invoice for Creating Outdoor Recreation Economies (CORE) Training  
and/or Technical Assistance Support Reimbursement***

<b>Invoice Date:</b>

<b>Invoice Number:</b>	
Community Name	# (start at 001)

**Bill To:**

N.C. Department of Commerce  
Rural Economic Development Division  
4301 Mail Service Center  
Raleigh, NC 27699

*Attention: Karen Smith/CORE Program*  
ksmith@commerce.nc.gov  
(828) 747-1595

**For:**

--

Summary of Actual Expenses to Be Reimbursed	
Description of Expenses	Amount
Mileage	
Meals	
Lodging	
Registration Fees	
Technical Assistance Fees	
<b>Total Reimbursement Requested</b>	<b>\$0.00</b>

**Remit Payment To:**


**For Questions, Contact:**

--