

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 submit this form, please save a copy, and complete the form including all applicable fields. Completed pre-approval forms must be sent via email to both of the following CORE administrators email addresses for review (david.mcrae@commerce.nc.gov and ksmith@commerce.nc.gov). Please include the following information in the email subject line: "CORE Training Pre-Approval - Town/ County Name".

Submittal Date								Estimated Reimbursable Expenses Summary			
								Registration Fees			
Local Government Name								Mileage			
								Lodging			
Local Government Mailing Address								Meals			
								Technical Assistance Fees			
Local Government Manager / Administrator Contact Information								Total			
Name											
Title											
Email		Telephone									
Proposed Training/Technical Assistance Dates											
Start Date		End Date		Total Days							
Proposed Training/Technical Assistance Description											
Training Event/Technical Assistance Name								Location (City, State)			
Host / Organizer/ Provider Name								Event / Provider Website			
<p>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 administrators to evaluate the request for training and/or technical assistance support.</p>											
Estimated Training Registration Fees (if applicable)											
Registration fee per participant				Number of participants that will register				Total estimated registration fees			

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				
Estimated Passenger Vehicle Mileage Expenses (if applicable) - 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 2024 mileage rate is \$0.67.</i>							
Vehicle trip distance between duty station & training site		Anticipated number of vehicle trips		U.S. IRS business use standard mileage rate (2024)		Total estimated mileage expenses	
Estimated Lodging Expenses (if applicable) - 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.							
Nightly Lodging Rates - In-State: \$89.10 + Taxes + Service Fees - Out-of-State: \$105.20 + Taxes + Service Fees (Rates effective July 1, 2023)							
Lodging facility name		Website		Lodging location		Distance from duty station	
Number of rooms needed		Actual nightly rate, including taxes & fees		Total nights of lodging needed (all rooms)		Total estimated lodging expenses	
Estimated Meal Expenses (if applicable) - 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			
	Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner	
Meal Reimbursement Rates							(Rates effective July 1, 2023)
Number of meals (all participants)							
Meal costs (all participants)							Total estimated meal expenses
Estimated Technical Assistance Fees (if applicable)							
Technical assistance provider fee(s)							