



To: CALS – Cooperative Extension Travelers
From: Andrew Coats, Univ. Business Operations Division-Travel Services Manager
Cc: Robert Watling, CALS Assistant Dean for Business
Richard Bonanno, Associate Dean for Extension and Director, NCCES
University Controller's Office

This message should be shared with NC State University employees. This does not cover NCA&T State employees at this time.

The N.C. travel policy has been further reviewed to determine eligibility for reimbursement amounts allowable for travel in personal cars using the guidance provided by N.C. Office of State Budget and Management (OSBM) issued January 2016.

Beginning April 1, 2016, thirty-five counties qualify where NCCES employees can receive the IRS rate (54 cents/mile) for roundtrip mileage exceeding 75 miles when travel relates to extension work. A detailed cost analysis determined that, in the following 35 counties, a rental car agency was not reasonably available since mileage to the nearest rental car company is 15 miles or greater:

ALEXANDER	CURRITUCK	HERTFORD	POLK
ALLEGHANY	DARE	HYDE	STOKES
ANSON	DAVIE	JONES	SWAIN
ASHE	DUPLIN	MADISON	TYRRELL
AVERY	EBCI	MITCHELL	WARREN
BLADEN	EDGECOMBE	MONTGOMERY	WASHINGTON
CASWELL	GATES	NORTHAMPTON	YADKIN
CHEROKEE	GRAHAM	PAMLICO	YANCEY
CLAY	GREENE	PENDER	

Travelers requesting reimbursement with a base appointment in the listed counties will check the box “No State Vehicle Available” where mileage is exceeding 75 miles and note your “Base County - Name” in the comments box to receive the 54 cent/mile reimbursement rate. You do not have to verify with any rental car agencies were contacted or provide any additional certification or information. This exemption rate will be automatic. As always, University travel shall continue to be conducted in the most efficient manner and at the lowest and most reasonable cost to the State/University.

For NCCES employees in counties not listed above - University travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the university. With regard to passenger vehicle travel, whether in-state or out-of-state, University travelers shall:

- Maximize the utilization of university-owned and/or county-owned vehicles where available,
- Make use of State term contracts for short-term rentals ([State Term Contract 975B Vehicle Rental Service](#)), and
- Reimburse for use of personal vehicles on a limited basis.

When verifying the rental car option might be necessary:

- Prior approval of the CED/DED, or designee, is required
- Reservations through the rental company must be used to take advantage of the State term contract rates. See below for “Reservation Contact Information” and the Discount Program/Account Number to use.
- A Compact or Standard Class vehicle should be rented unless additional employees are traveling and a larger vehicle is needed. Rental of a larger vehicle must have a documented business purpose and prior approval from the CED/DED, or designee, and the NC State University Controller’s Office ([Request to Use Alternative Rental Vehicle Class](#) web form).

Employees using personal vehicle for round trip mileage over 75 miles and also requesting IRS rate of 54 cents per mile, will be required to demonstrate a cost savings was achieved. A 3-part comparison, outlined in “Attachment 1”, shall be prepared and submitted as part of the cost savings support documentation along with other travel details when requesting reimbursement.

Employees using personal vehicle for round trip mileage over 75 miles but choosing the lower rate of 34 cents per mile will not be required to submit a cost comparison. Likewise, employees using a personal vehicle for round trip mileage 75 miles or less and requesting the higher IRS rate of 54 cents per mile will not be required to submit a cost comparison.

We understand the impact this new rule places on your work, and continue to analyze this situation to see if there are other categories that can be identified to streamline this process. Thank you for your patience and understanding as we adjust to this. Please know we are working to find answers and clarify this new rule.

	Enterprise	Hertz	National
Discount Program Number	Acct No. XZ53666	CDP No. 2086910	Acct. No. XZ53666
Online Reservation	www.enterprise.com	www.hertz.com	Online acct reservations not available
Phone Reservation Domestic	800-RENT-A-CAR	800-654-3131	800-RENT-A-CAR

Reservation Contact Information