

The Office of State Budget Management (OSBM) issues travel policies with the intent that all state agencies will follow the policy. If a department can present a unique business case, which makes following the current mileage policy impractical or not prudent considering the way in which your employees must conduct university business, an exception can be requested. Review [Travel Requirements for University Employees](#) policy 6.3.4 for full policy information.

Date of Request: 6/8/18

Department/College: College of Agriculture and Life Sciences

Contact Name: A. Richard Bonanno

Contact Email or Phone#: rich_bonanno@ncsu.edu

Instructions: To initiate a request, complete all fields below. Submit the completed form to Kim Kelley at khkelley@ncsu.edu.

Please provide the unique business justification for this exception request.

Exemption Requested:

Exemption from State of NC mileage policy for all work related travel for all off-campus North Carolina Cooperative Extension Service (NCCES) employees.

Definitions:

Off-Campus Employee – An employee whose work location of record is greater than 2 miles from the NC State University campus in Raleigh, the campus boundaries being defined on the NCSU website at <https://maps.ncsu.edu/#/>

North Carolina Cooperative Extension Service Employee – An employee whose salary is in whole or in part funded with state or federal agricultural extension funds.

Justification


1) It is more cost effective and efficient for NCCES to have its 500+ employees across 100 county offices, the Cherokee Reservation and other locations off campus to use personal vehicles and request mileage reimbursement than to purchase, operate, and maintain a large vehicle fleet; 2) Extension employees frequently select personal vehicles that can be used off-road, in fields and carry commonly needed tools and supplies (including pesticides and fertilizer) that are not suitable for rental vehicles; 3) The nature of extension work requires quick response when issues arise and it frequently prompts unanticipated, unscheduled trips; 4) When an extension employee is out of the office and receives a call from another client, it is unreasonable and inefficient to ask the employee to return to their office to "complete" their prior trip in order to keep each trip's mileage under the limit; 5) Many extension employees serve multiple counties and have cause to be traveling longer distances in the normal course of the conduct of their work; 6) NCCES commits to provide high quality, responsive services to the citizens of North Carolina—removing the mileage limit will enable our extension staff to provide extension services as efficiently and cost effectively as possible; and 7) NCCES employee travel for training and development is also defensible as extension work exempt from the mileage policy. Extension education and service is delivered from local centers across the state using a "Train the Trainer" model. Off-campus staff must constantly be trained and updated by faculty and other on-campus Extension professionals in order to provide our county clientele with timely information for their businesses and lives. This "Train the Trainer" model is the core of the Extension model and is necessary for off-campus staff and is an integral part of their jobs. These trainings are not primarily "professional improvement" that is designed to help the off-campus staff with their career, but are primarily to transfer the information they need to transfer to their clientele.

To whom will this exception apply?

All off-campus based employees of the NC Cooperative Extension Service.

Department Head Signature

****Required**



6/8/18

Date

Printed Name A. Richard Bonanno

Dean/Director Signature

****Required**



6/8/18

Date

Printed Name Richard Linton

