



Overview of Policy Changes in the NC State Budget Manual

February 10, 2021



Background

March 2020

Groups assigned

Timelines and deliverables established

April – August 2020

Research conducted and findings evaluated

Proposed changes identified

September – October 2020

Focus group convened

Edits based on focus group feedback

Policy changes presented to OSBM leadership for approval

November – December 2020

Edits finalized

Implementation plan created



Implementation Plan

January 19, 2021

External notice to agencies (email & memo)

PDF version of new manual posted online

February 10, 2021

Presentation of changes to CFOs

April 1, 2021

New manual becomes effective



Travel Policy – Subsistence Rates

Section 5.2.1

Option for agencies to set subsistence reimbursement rates up to the federal GSA (General Services Administration) rates, *conditional on implementing their own internal travel policies.*

Requirements for establishing agency-specific rates:

- *Travel policies published on agency website*
- *Submit signed Attestation Form to your OSBM budget execution analyst*
 - *Annually by April 1*

This is OPTIONAL – agencies may decide to continue reimbursing at the standard state subsistence rates (5.2.1), with or without their own travel policies.



Travel Policy - Mileage

Sections 5.2.13-5.2.19

Removed 100-mile distinction for mileage reimbursement

- ALL miles traveled by personal vehicle will be reimbursed at the same rate.
- Agencies may set the mileage reimbursement rate in their own policies, not to exceed the IRS rate.
- IRS rate updated to 56 cents per 2021.

Section 5.2.26

Allow mileage reimbursement for travel to pick up rental car



Travel Policy – Ground Travel

Section 5.2.13-5.2.19

Agency should use a state-owned vehicle if available.

Otherwise, may use a rental or personal car for travel in accordance with agency-level policies.

Agencies are encouraged to set their own policies for rental vs personal car use.



Travel Policy – Political Activities

Section 5.2.31

Prohibits reimbursement for travel involving political activity.



Personnel Policy – Employee Recognition

Section 6.4.2

Increase allowable expense for purchasing a plaque or framing a certificate for meritorious service to \$100.

Section 6.4.4

Allow agencies to spend a portion of lapsed salaries on an annual employee appreciation event at the standard lunch rate per person.



Personnel Policy – Relocation Expenses

Section 6.8

Set the reimbursable transit insurance payment for moves at the base rate of 60 cents/lb. Agency heads may grant exceptions.

Increased the maximum payments for moving mobile homes to \$1,000. Simplified the reimbursement process.

Increased maximum appliance connection expenses to \$500.



New Section - State-Sponsored Event Policy

Relocated and revised content from Travel and Personnel into a new, standalone section.

Section 7.3-7.5

Refreshment reimbursement (\$5/person) allowed for events with **10** or more participants.

Section 7.3

Allow agencies to exceed the \$5 refreshment allowance for external conferences if the cost is incorporated into the conference fee.

Questions?