

North Carolina Cyber Academy Travel and Accommodation Reimbursement Policy

Per the NCCA 2025 - 2026 Employee Handbook, employees that meet the definition of non commutable employees may earn travel reimbursement and accommodation assistance for in-office days, professional development, and travel related to instructional activities that are approved by supervisors (i.e. conferences, training, chaperon duties for field trips).

Reimbursement Type	Commutable Employee	Non-commutable Employee	
Distance between employees home and event destination	Less than 50 miles	Between 51 and 100 miles	Greater than 101 miles
Mileage	Not eligible	Eligible for 1/2 of round trip mileage (one way)	
Hotel	Not eligible	Not eligible	Eligible for 1 night stay reimbursement
Meals	Not eligible	Not eligible	Eligible for events not held at Durham main office
Parking	Eligible for events not held at Durham main office		

Employees seeking travel reimbursement and/or accommodation assistance must get prior approval by submitting a request to their immediate supervisor. Both travel assistance and hotel accommodations will be paid based on the current state rates.

Mileage will be determined using Google maps from employees' home addresses to our Durham office address. Your supervisor approves all travel and accommodation requests and submissions. **Any expense not submitted within thirty (30) days of incurring the expense may not be paid.**

Please use the Professional Development & Extracurricular Reimbursement Form (page 2 of this document) to submit your expenses. All Professional Development & Extracurricular Reimbursement Forms should be submitted to Ms. Honeycutt, lhoneycutt@myncca.com, our Human Resource Assistant.

NCCA Professional Development and Extracurricular Reimbursement Form

Requests MUST be submitted within 30 days of the event!

Name: _____

Submission Date: _____

Mileage

Event Date	Starting Address	Ending Address	Miles
Total Miles			
Reimbursement Amount (Total Miles x .70)			

Meals

(Max: Breakfast: \$10.60, Lunch: \$14.00, Dinner: \$24.40)

Date	Meal	Amount
	Reimbursement Amount	

Parking

Note: Please submit parking receipts

Accommodations

Note: Please submit hotel receipt

Registration

Note: Please submit registration receipt

Total Reimbursement Amount

Mileage:	
Meals:	
Parking:	
Hotel:	
Event Registration:	
TOTAL REIMBURSEMENT:	

Note: Please submit meal receipts with reimbursement request.

Meal reimbursements will not apply to In-Office meetings.

Please allow 10-14 days for your reimbursement to be deposited