



# Summary of Travel & Vehicle Policies

Effective January 1, 2026

## Who should read this?

All employees or managers who supervise employees who travel, drive, or request reimbursement for work-related travel.

## A. TRAVEL & EXPENSE (HR 312)

### 1. Duty Station & Mileage

- Your mileage now depends on your duty station (fully remote, hybrid, or in-office).
- Commutes between home and PFC are never reimbursable.
- Mileage is usually calculated from your duty station or your actual starting point—whichever is closer to the destination.
- You will typically use your personal vehicle for business travel.

### 2. When a PTR is Required

- A pre-approved PTR is required for:
  - Staff-purchased reimbursements (airfare or train fare, lodging, rental vehicles)
  - PFC-purchased travel-related expenses (conference or registration fees)
- PTR is not normally required for routine daily/local mileage or in-town travel.
- An expense report is always required for reimbursement, even when a PTR is not required.

### 3. Per Diem for Meals

- Meals are reimbursed by per diem only, using the GSA/NCDHHS rates adopted by PFC.
- Meal receipts are not required when per diem is used.
- Per diem is available for overnight travel when the destination is at least 35 miles away from the duty station or home (whichever is closer).
- Per diem depends on departure and return times as outlined in HR 312.
- Per diem is not allowed when a meal is provided as part of a conference or event, with limited exceptions (e.g., breakfast per diem is allowed even when the hotel provides a complimentary breakfast).

### 4. Travel Advances

- Travel advances are available when pre-approved by the President.
- In addition to a pre-approved PTR, travel advances also require a completed check request form and supporting documentation, such as an **estimated** expense report and print-out of the travel/lodging fare.



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- After travel, actual expenses and the advance are reconciled on the expense report.

### 5. Expense Reporting

- Expense reports must generally be submitted within 30 days of completing travel.
- Staff who travel frequently should batch travel into one monthly expense report per grant or funding source.
- Separate expense reports are required when expenses are split across multiple grants or funders.
- All reimbursements are processed through Finance and paid via direct deposit.

### 6. Non-Reimbursable Items (Examples)

- Commuting between home and PFC.
- Personal entertainment and recreation.
- Childcare, pet-sitting, or house-sitting costs.
- Laundry and personal clothing.
- Airline upgrades or optional premium services.
- Traffic or parking fines and other penalties.

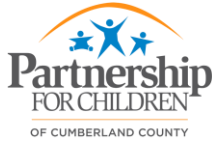
## B. VEHICLE USE (HR 522)

### 1. Eligibility to Drive for PFC Business

- You must have a valid driver's license.
- You must maintain at least the minimum auto liability coverage required by North Carolina (or the state in which the vehicle is registered).
- Your vehicle must be legally registered and in safe working condition.
- You must complete PFC's annual insurance attestation confirming required coverage is in place.

### 2. Safe Driving Rules

- Always follow traffic laws and posted speed limits.
- Always wear your seatbelt and require passengers to do the same.
- Do not text or use handheld electronic devices while driving.
- Avoid other distractions such as eating or grooming while driving.
- Inform your supervisor or HR if you are taking medications that may impair your ability to drive safely.



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### 3. Rental Vehicles

- Rental vehicles may be used when they are practical and cost-effective for PFC business.
- A pre-approved PTR is required for rental vehicle arrangements. Staff will typically book their own rental and receive reimbursement after travel, unless requesting an advance.
- Employees must accept the rental company's liability and collision damage waiver (CDW) coverage unless HR directs otherwise.
- Keep and submit fuel receipts for reimbursement of business-related fuel.

### 4. Accidents, Injuries, and Coverage

- In the event of an accident during PFC business, contact law enforcement as appropriate.
- Notify your supervisor as soon as it is safe to do so.
- Submit an accident report to HR within 24 hours.
- Follow PFC's workers' compensation reporting process if you are injured.
- Damage to your personal vehicle is handled by your personal auto insurance; PFC does not pay for repairs or deductibles.
- Failure to follow these requirements or repeated unsafe driving may result in loss of driving privileges for PFC business or other corrective action.