



# MEMORANDUM

**DATE:** October 19, 2001

**TO:** College Information System Project Team Members

**FROM:** Robert R. Blackmun  
Associate VP for Information Resources & Technology

**SUBJECT:** Travel Reimbursement Requirements for College Information System Project

As you know, the State of North Carolina currently requires that the Office of State Budget and Management (OSBM) review and approve all requests for excess subsistence that results from hotel room rates that exceed \$55.50 per night. In response to our request, OSBM has approved an exemption from the per diem limitation for the CIS-related sessions that are scheduled for Central Piedmont Community College in Charlotte, as well as reasonable approval of specific exceptions to the per diem limitation in selected other situations in which room rates cannot be negotiated or it is not feasible for staff members to share rooms (due to having uneven numbers of staff members of the same gender from each college participating in sessions). This exemption is based on the fact that we have obtained room rates that are within the State's limitation in Greensboro, RTP, Raleigh and Goldsboro and have agreed to share rooms where feasible whenever the room rates exceed the State's limitation. A list of the hotels and room rates is attached.

To allow us to comply fully, each team member will need to:

- Verify the State room rate when making reservations and when checking in at the hotel;
- Obtain a written statement from the hotel when the State room rate is not available where the rate has been negotiated and/or reserved.

In those cases in which a team member chooses to stay at a different hotel, they will be responsible for any additional costs due to higher room rates.

In addition, the recent restriction on the cash allocation to the System Office (and to the community colleges) means that all travel expenditures must be approved in advance. To comply with this restriction, the Project Office will use the published 90-day project calendar as the basis for obtaining advance approval for each of the scheduled CIS project activities, including the purpose, date, location, attendees and cost (based on the costs for the specific attendees in terms of mileage, etc.). Any additions to the calendar or re-scheduled meetings must be reported by team leaders to the Project Office as soon as possible so that the necessary advance approval can be obtained.

In some cases, travel reimbursement forms are being submitted without the required information on the time of

College Information System Project Team Members

Page 2

October 11, 2001

departure and return (which are required to justify the meal expenses for both one-day and overnight trips), which delays reimbursement until this information is provided. In other cases, reimbursement is delayed if the team member is not included on the sign-in roster for the session or meeting. Please be sure that you have provided this information so that your reimbursement is not delayed further.

Every effort is being made to minimize the impact of the travel restrictions on the success of the college information system project, and your continued cooperation is appreciated. Please let me know if you have any questions.

Attachment

c: Ms. Alice Smith  
Mr. Phil Shepard  
Ms. Marcia Daniel

S01-034  
E-Mail

## **Greensboro Hotels Near GTCC**

### **DRURY INN**

3220 HIGH POINT RD.

336-856-9696

\$55.50 + tax Double-bed (king extra) Government rate

### **RED ROOF INN**

I40 & HIGH POINT RD.

336-852-6560

maximum of \$42.99 + tax for two beds No Government rate available

## **Goldsboro Hotels**

### **COMFORT SUITES**

2613 N. Park Dr,  
Goldsboro, NC, 27534  
Phone No. (919) 759-0098

Rates: King bed – \$ 79.95

Double bed – \$ 79.95

Govt. Rate: \$ 55.50 with valid ID and tell them you are with the NCCCS Project

### **HOLIDAY INN EXPRESS**

909, N.Spence Ave,  
Goldsboro, NC, 27534  
Phone No. (919) 751-1999

Rates: King bed – \$ 77.39

Double bed – \$ 77.39

Govt. Rates: \$ 55.00 with valid ID

### **HAMPTON INN**

905 N. Spence Ave,  
Goldsboro, NC, 27534  
Phone No. (919) 778-1800

Rates: King bed - \$ 68.67

Double bed - \$ 68.97

Govt Rates: \$ 55.00 with valid ID

## **Raleigh Hotels**

### **CLARION**

320 Hillsborough Street

Raleigh, NC 27603

919-832-0501

\$55.50 + tax (includes breakfast) Government rate

### **VELVET CLOAK**

1505 Hillsborough Street

Raleigh, NC 27603

919-828-0333

\$52.00 + tax (no breakfast) Government rate

## **RTP Area Hotels**

### **STUDIOPLUS**

4610 S. Miami Blvd.

(919) 941-2878

Discount rate: \$49.00 – Queen \$55.00 - Deluxe

(Based upon availability)

[www.extstay.com](http://www.extstay.com)

### **WELLSLEY SUITES & INN**

4919 S. Miami Blvd.

(919) 998-0400

\$55.50 – State Government Rate

### **TRIANGLE ACCOMODATIONS**

(NO FEE HOTEL RESERVATION SERVICE)

(919) 834-2077

Fax: (919) 834-0709

[triangleaccom@mindspring.com](mailto:triangleaccom@mindspring.com)

UPDATED 9/4/2001