



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Office of the Controller

JOSH STEIN • Governor
DEV DUTTA SANGVAI • Secretary
LAKETHA M. MILLER • Controller

MEMORANDUM #2027-02

To: Division/Facility Directors
Division/Facility Budget Officers

From: Laketha M. Miller, DHHS Controller
Wayne Mohr, DHHS Budget Director

Signed by:

Laketha M. Miller

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Wayne Mohr

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Date: September 9, 2026

RE: Updated Travel Policy –Effective October 1, 2026

NCDHHS Travelers,

We would like to inform you of upcoming changes to travel reimbursement requirements, updates to GSA rates, and revisions to related policies. Except for the GSA rate increases, these updates stem from a recent audit of the Department's duty station and mileage reimbursement practices.

The audit identified several opportunities to strengthen the accuracy and compliance of travel documentation. A key recommendation is ensuring that mileage reimbursement submissions include complete and verifiable travel details.

Beginning October 1, 2026, travelers will be required to provide **full departure and destination addresses (street name and number, city, and state)** for all mileage reimbursement requests. This information supports proper mileage calculation and improves the integrity of our reimbursement processes.

Additionally, effective October 1, 2026, the GSA State/City Standard Travel Per Diems have been updated as follows:

Lodging: \$113 per night

Meals:

- Breakfast – \$16
- Lunch – \$19
- Dinner – \$28

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • OFFICE OF THE CONTROLLER

LOCATION: 1050 Umstead Drive, Spruill Annex, Raleigh, NC 27603

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We recognize that these changes add a small but meaningful step to your travel reporting processes, and we are committed to supporting you throughout the transition. Our goal is to reinforce compliance, improve reimbursement accuracy, and ensure alignment with state policy and audit recommendations.

If you have any questions regarding these changes, please contact Sarah Griffin at sarah.griffin@dhhs.nc.gov (for DPH employees only). We appreciate your cooperation and attention to these updates.

Cc: Adam Levinson, DHHS CFO

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