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Cc: [NCDOT - Integrated Mobility Division](#); [White, Julie A \(NCDOT\)](#)
Subject: New IDP Claim Process Effective Today (October 1, 2025)
Date: Wednesday, October 1, 2025 4:52:47 PM
Attachments: [image001.png](#)

Dear Transit Partner,

This is a reminder that, effective **today, October 1, 2025**, all claims must now comply with the updated **IDP claim process** requirements.

Please ensure that all submissions moving forward meet the following criteria:

- **Supporting documentation** must follow the **mandatory naming convention**
- **All attachments** must be submitted in **PDF format**
- A **paid stamp** is required on **all invoices**
- **G-codes must be digitally typed** on supporting documentation – handwritten entries will no longer be accepted

Failure to follow the new guidelines may result in delays or rejection of your claim submission.

If you have any questions or need assistance, please don't hesitate to reach out to your **assigned accounting specialist** or reach out to me directly at msfreeman1@ncdot.gov.

Thank you for your cooperation.

Timothy Blair Chambers, Jr.
Compliance & Procurement Deputy Director
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