

## 2024 JUVENILE CONFERENCE REIMBURSEMENT INFORMATION

Reimbursement of attendees for the 2024 Conference is based on the availability of state funds for that purpose. For District Attorney personnel and employees of Solicitors-General offices, reimbursements come out of the approved travel budget for the office. Funds must be approved by the elected of that office. Employees of other agencies are not eligible for reimbursement through PAC.

You can view the reimbursement guide and review the reimbursement policy [here](#).

### ***The following reimbursement rates apply:***

#### ***Meals - per State of Georgia travel regulations***

You cannot claim reimbursement for meals provided by PAC

\$13.00 - Breakfast

\$14.00 - Lunch

\$23.00 - Dinner

**New Update for meals!** Travelers traveling overnight must deduct 25% of the total per diem rate on the first and last day of travel. When meals are provided, the cost of the provided meal must be deducted from the total per diem. When meals are provided on travel days, the 25% reduction must be calculated first, and then the total cost of the provided meal must be deducted. For additional information and examples, please review the Statewide Travel Policy, [here](#).

**Lodging** - \$109.00 + \$5 Hotel Fee

#### ***Mileage Reimbursement Rates*** - per State of Georgia travel regulations

\$0.21/per mile - personal vehicle (if state vehicle is available)

\$0.67/per mile - personal vehicle (if county/state vehicle is not available)

Mileage will be reimbursed at the state rate (subject to change), which is currently \$0.67 for personal vehicles or \$0.21 per mile if a government vehicle was available but you chose to drive a personal vehicle.

*Non-state-paid staff are not eligible for mileage reimbursement.*

### **Additional Information**

- You must be registered for the conference and pay the registration fee in order to be eligible for reimbursement - PAC Policy 7.1(f).
- Requests for reimbursement of travel expenses must be received by the Council on the appropriate form within 30 days of the expense being incurred.
- Receipts are required for all items claimed EXCEPT meals and mileage.
- Non-state paid personnel applying for reimbursement of expenses from the Council for the first time on or after October 1, 2018 must submit a [W9 Form](#) AND a [Supplier Change Request Form \(SCRF\)](#) to set up ACH payments with the request for reimbursement. If you have not done so already, please send the SCRF form along with a voided check or signed letter from your bank showing account/routing number to [fiscal@pacga.org](mailto:fiscal@pacga.org). In addition, please fill in the highlighted areas of the W9 form and submit a signed copy with your SCRF form to [fiscal@pacga.org](mailto:fiscal@pacga.org).
- Reimbursement requests will be audited and processed according to Statewide Travel Regulations and Travel Rules and Regulations of the PAC Council. These regulations are accessible [here](#).
- Click [here](#) to review the State Travel Regulations.
- Per State policy and IRS guidelines, reimbursement requests more than 60 days old, if paid, are required to be reported to the Internal Revenue Service as taxable income.
- Please use your LEGAL name only when filling out this form.

**State-Paid District Attorney Personnel & SPCR Employees must:**

- Use Concur to submit reimbursement requests: TEAMWORKS Travel & Expense (CONCUR)
- In order to use Concur, a Vendor ID must be established and ACH must be established in Employee Self-Service (Teamworks) for Employee Reimbursement (NOT the same as payroll) See PAC's Set-Up Guide for instructions.

**County-Paid District Attorney & Solicitor-General Personnel Employees must:**

- Use the [PAC Online Travel Reimbursement Form](#) to submit for reimbursement. Instructions on how to complete this form can be found [here](#).
- Submit a [W9 and a Supplier Change Request Form \(SCRF\)](#) if you have never been reimbursed by PAC or if it has been a year or more since your last reimbursement. View PAC's [County Paid Expense Reimbursement: Vendor & ACH Set Up](#) for more details.
- Regularly update PAC with name, address, and banking changes using the SCRF.
- Are strongly encouraged to set up ACH payments for reimbursement of expenses. Travel is governed by PAC Travel Regulations and the Statewide Travel Policy.
- [Link to the SCRF and Steps to Complete the SCRF](#)

All W9 and SCRF forms and questions about reimbursements should be sent to [fiscal@pacga.org](mailto:fiscal@pacga.org).

More information about Reimbursements can be found here: [Reimbursement Guide](#)