



REIMBURSEMENT FOR THE 2025 VWAP CONFERENCE

Due to FFY25 VOCA cuts, FFY25 VOCA grants are for personnel only and will NOT cover any training/travel expenses. Therefore, you **CANNOT** utilize any VOCA funds for the upcoming 2025 VWAP Conference travel expenses. If you have any questions or concerns relating to VOCA and/or the cuts, please feel free to contact Sarai Leonide Medina at sleonides@pacga.org or 770-282-6290.

If your DA approves travel to the VWAP Conference, you may submit reimbursement to PAC, and you will be reimbursed out of your DA's travel budget subject to limitations set forth under State of Georgia Travel Rules and [PAC's Travel Rules](#) (Chapter 6). *Employees of other agencies are not eligible for reimbursement by PAC.*

The following reimbursement rates apply:

Meals - per State of Georgia travel regulations

\$13.00 - Breakfast

\$14.00 - Lunch

\$23.00 - Dinner

Attendees traveling overnight are eligible for a daily per diem of \$50. The daily per diem on travel days is reduced by 25% to \$37.50. When meals are provided to the traveler, the full cost of the meal is deducted from the per diem for that day. For additional information and examples of how daily per diems are calculated, please review the Statewide Travel Policy: <https://sao.georgia.gov/travel/state-travel-policy>. Non-overnight travelers may receive a daily per diem of \$50 only when they travel more than 50 miles from their residence AND are away more than 12 hours.

Travelers who are not traveling overnight but who travel more than 50 miles from their home **AND** are away for more than 12 hours may receive the total eligible per diem allowance for that day.

Lodging - per Federal rates

Up to \$167.00 - Lodging (per night) including taxes and fees.

Under State rules, attendees must travel more than 50 miles from their residence to the conference center in order to be eligible for lodging reimbursements.

Please fill out the [hotel/motel tax exemption form](#) and bring it with you when you check in to avoid paying local taxes. This only covers the local hotel/motel tax. It does not exempt you from paying sales or other applicable taxes on your lodging. In order for your lodging to be exempt from state sales taxes, you must present a State Tax Exemption Form that is only available through your office or possibly your county. You must also pay with a State of Georgia government check or a state government issued credit card.

Mileage Reimbursement Rates - per State of Georgia travel regulations

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

\$0.70/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 \$0.70 for personal vehicles or \$0.21 per mile if a government vehicle was available but you chose to drive a personal vehicle. Please note that if you seek reimbursement from your DA's travel budget, non-state-paid staff are not eligible for mileage reimbursement.

PAC will reimburse eligible participants a maximum of three nights of lodging if a participant's residence is more than 50 miles away from Brasstown Valley Resort, which includes being reimbursed for lodging costs the night before the conference. Participants whose residence is located within a 50-mile radius of Brasstown Valley Resort are not eligible to be reimbursed. THERE WILL BE NO EXCEPTION TO THIS RULE.

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.
- 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.

Registration and CLE fees are not reimbursable. Requests for reimbursement of travel expenses must be received by the Council on the appropriate form within 30 days of the expense being incurred (Deadline: February 24, 2025).

[Click here to review the entire PAC Reimbursement and Process Guide.](#)