

2025 CONFERENCE REIMBURSEMENT INFORMATION

Reimbursement of attendees for the 2025 Conference is based on the availability of state funds for that purpose. For District Attorney and Solicitor-General personnel, reimbursements come out of the approved travel budget for the Judicial Circuit. **Employees of other agencies are not eligible for reimbursement by PAC.**

The following reimbursement rates apply (no meals will be provided at the conference):

\$13.00 – Breakfast (unless provided at the hotel)

\$14.00 - Lunch

\$23.00 - Dinner

\$145.00 (including taxes) - Lodging (per night)

Mileage Reimbursement Rates: (Applies to State Paid Employees Only):

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

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

New Update for meals! 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>.

State-paid personnel are eligible for the above reimbursements. County-paid personnel are not eligible for mileage or parking reimbursement.

PAC will reimburse eligible participants a maximum of three nights of lodging if participant's Residence is more than 50 miles away from the Conference Center. This includes being reimbursed lodging costs for the night before the conference. Participants claiming four nights lodging will need to document the distance traveled on the reimbursement request (State Paid employees will enter distanced traveled into Concur and Non- State Paid Employees will add distance traveled to the submission via the online portal). Participants whose Residence is located within a 50 mile radius of the Conference Center, are not eligible to be reimbursed for lodging.

THERE WILL BE NO EXCEPTION TO THIS RULE.

PAC will reimburse up to \$155 per night (includes taxes and resort fees). All lodging claims must be documented with detailed receipts and must be from a business that offers lodging to the general public, such as a hotel, motel or public rental, such as Air BnB or VRBO (not a private residence). Receipts must show proof of payment and credit card signature copies without detailed information (itemizations) are not acceptable.

Employees on State business who travel more than 50 miles from their residence on a work assignment, AND are away for more than twelve (12) hours, may receive the total eligible meal per diem allowance for that day, even when there is no overnight lodging.

For State-paid personnel, travel by state or county government vehicle is required when there is a government vehicle available; carpooling is encouraged.

You must be registered for the conference and pay the registration fee in order to be eligible for reimbursement- PAC Policy 7.1(f). In addition, you must attend 80% or more of the CLE hours scheduled during the conference to be eligible for reimbursement for the entire conference. If you have a valid excuse for not attending the full conference, you may be reimbursed for the sessions that you actually attended. You must attend 80% of each conference day to receive reimbursement for that particular day.

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.](#)