

2025 Basic Historical Cell Site Analysis Course

Reimbursement of attendees for the 2025 Basic Historical Cell Site Analysis Course is based on the availability of state funds for that purpose. For District Attorney personnel, reimbursements come out of the approved travel budget for the Judicial Circuit. Employees of Solicitors-General offices are eligible for reimbursement as well. Employees of other agencies are not eligible for reimbursement by the Prosecuting Attorneys' Council of Georgia.

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 (unless provided by the hotel)

\$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.

Lodging - \$110.00 + \$5 Hotel Fee

Under State rules, attendees must travel more than 50 miles from their residence to the conference center 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. 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)

\$0.67/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 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.
- 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 the online reimbursement form.
- Receipts are required for all items claimed EXCEPT meals and mileage.

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.
- Non-state paid personnel who have never been reimbursed by PAC or who have not been reimbursed in more than a year, must submit a W9 and a Supplier Change Request Form (SCRF) to establish or reactivate a supplier profile to receive reimbursement. PAC strongly encourages personnel to opt into receiving reimbursement via ACH payments. Please view PAC's [County Paid Expense Reimbursement: Vendor & ACH Set Up](#) page to download forms and view step-by-step directions for completing both forms.
- Regularly update PAC with name, address, and banking changes using the SCRF.

All W9 and SCRF forms and questions about reimbursements should be sent to fiscal@pacga.org.