

REIMBURSEMENT FOR 2023 WINTER CONFERENCE:

Reimbursement of attendees for the 2023 Winter Conference 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 up to \$500 reimbursement per Fiscal year. 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 by the hotel)

\$14.00 - Lunch

\$23.00 - Dinner

\$135.00 - Lodging (per night including taxes and any additional fees)

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

\$0.18/per mile - personal vehicle (if state vehicle is available)

\$0.625/per mile - personal vehicle (if county/state vehicle is not available)

Parking: \$10.00 per day (for State-paid employees only; must provide parking receipt upon submission of reimbursement)

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

PAC will reimburse up to \$135 per night. All lodging claims must be documented with receipts and must be a business that offers lodging to the general public, such as a hotel or motel and not a private residence. Participants whose office AND residence is located within a 50 mile radius of the Classic Center, are not eligible to be reimbursed for lodging.

Please note, there are 25% reductions on the first and last day of travel for per diem.

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.

In order to receive your reimbursement, you must fill out a [W-9 Form](#) (this rule applies to anyone employee who is not State Paid). We will need your name, home address, tax classification, SSN and signature (legal name only).

The 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 20, 2023).