

REIMBURSEMENT: Due to cuts to the VOCA grant, there are **no** scholarships available for the 2023 VWAP Conference. For those paying travel costs using your office's VOCA funds, reimbursable items include hotel, mileage, and meals. Those claiming reimbursement under their VOCA grants do not need to submit any reimbursement information to PAC. Items being claimed for reimbursement under your VOCA grant **MUST** be included in your VOCA budget and travelers **MUST** complete a travel log to accompany their SER. Please see "Documents" in the Event Registration to access samples of the travel log.

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).

The following reimbursement rates apply:

Meals - per State of Georgia travel regulations

\$13.00 - Breakfast (Breakfast will be provided Thursday, February 23rd and Friday, February 24th outside the Salon I area. This does not include breakfast in the Dining room.)

\$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. You may also view the "Documents" in the Event Registration to access per diem limits including reductions for travel days for this conference.

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

\$98.00 - Lodging (per night) + \$5 Hotel Fee and any taxes not exempted

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. NOTE: Under DOJ rules, which apply to VOCA grants, CJCC reserves the right to deny the entire cost of lodging if you exceed the Federal per diem of \$98 per night. If you share a room, this rate cap applies to each lodger per night (e.g. two people lodging together could book a room at \$196 per night). Taxes that are not exempted may be claimed.

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

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

\$0.625/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 \$0.625 for personal vehicles or \$0.18 per mile if a government vehicle was available but you chose to drive a personal vehicle. **The VOCA grant will not reimburse County or State vehicles.** Please note that if you seek reimbursement from your DA's travel budget, non-state-paid staff are not eligible for mileage reimbursement.