



PAC **Prosecuting Attorneys' Council of Georgia**

Reimbursement Guide

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Version History

6/24/2022 Initial Guide

10/26/2022 Update Appendix A, Add Conflict Case info

PAC and the State Accounting Office require that all reimbursements be made by ACH. Travel is governed by [PAC Travel Regulations](#) and the [Statewide Travel Policy](#).

1. Eligibility & Submission

- a. State-Paid & SPCR
 - Travel for PAC-hosted or PAC-sponsored training events OR for official duties
 - Hotel, per diem, mileage, other
 - Use Concur (www.concursolutions.com) to submit requests or [PAC reimbursement form](#) if submitting third-party reimbursement and submit to fiscal@pacga.org
- b. Non-State Paid
 - Travel for PAC-hosted or PAC-sponsored training events ONLY
 - Hotel and per diem ONLY
 - Must provide W9 using name on file with the IRS, signed within 1 year
 - Use [PAC reimbursement form](#) and submit to fiscal@pacga.org (no third-party reimbursement)
- c. Non-PAC hosted or PAC-sponsored events must be pre-approved by the Council

2. Conflict Cases

- a. If your office has been appointed in a conflict case, state-paid employees may seek reimbursement for travel expenses. These expenses will be reimbursed out of the original conflicting circuit's travel budget. SPCR and county-paid employees are not eligible for reimbursement.
- b. When submitting Concur Reports for conflict case travel, you MUST include "Conflict Case in (insert original circuit here) Judicial Circuit" and attach the Appointment Order.
- c. State-paid employees may seek third-party reimbursement to send reimbursed travel funds to their county by using the [PAC reimbursement form](#). When using the form, you must still indicate "Conflict Case in (insert original circuit here) Judicial Circuit" and attach the Appointment Order.
- d. When driving a state-owned vehicle, in order to have fuel charged to the original conflicting circuit's travel budget, the traveler must not use their office's WEX card but should instead pay for fuel out-of-pocket and seek reimbursement for the fuel cost.
- e. For more information about conflict cases, view the PAC's Conflicts of Interest Procedure & FAQ page: <https://pacga.org/my-account/conflicts-of-interest-procedure-faq/>. Member login required.

3. Receipt Requirements

- a. Receipts are required for all items except mileage and per diem
- b. Receipts must include the following information
 - Name and contact information of the vendor
 - Date of service (*Lodging receipts must include dates the property was rented as well as arrival and departure dates, which may be different*)
 - Description of goods service
 - Amount paid for each item
 - **Proof of payment**
 - Lodging receipts must show the name of the person seeking reimbursement or be explained with a note (*e.g. spouse made reservation*)
 - Credit Card signature copies without detailed information (itemizations) are not acceptable

4. Lodging

- a. Travelers are eligible for lodging when their destination is located more than 50 miles from their residence, AND they are away for more than 12 hours.
- b. The facility used must offer lodging to the general public
- c. Travelers must present the hotel/motel tax exemption form (exempts local and occupancy tax)
- d. When PAC negotiates or limits lodging rates, travelers must not request more than was paid up to the limit.
- e. If lodging is shared, a note must be included listing all attendees that shared lodging. Costs must be divided equally.
- f. Home rentals (VRBO, AirBnB) require same auditable receipt (*see "Receipt Requirements" section*) as any other type of lodging.

5. Meals (Per Diem)

- a. For non-overnight travel, travelers must travel more than 50 miles from their residence and be gone more than 12 hours in order to claim per diem.
- b. Reimbursed at set per diem allowance of \$50/day with 25% reductions on travel days (first and last day).
- c. Meals provided at the conference/event and/or hotel (e.g. continental breakfast) are not reimbursable and must be excluded from the claim. When excluding meals on the travel days, the 25% reduction must be applied BEFORE removing provided meals (Example: If lunch was provided on a travel day, the reimbursement for that day would be \$23.50: $\$50 * .75 = \37.50 less \$14 lunch = \$23.50) .
- d. **Please note:** When using the [PAC reimbursement form](#), if you do not indicate a cost for a meal, PAC will assume that meal was provided and make reductions accordingly. When meals are provided on travel days, the total cost of the provided meal is deducted from the reduced allowance. For example, if you do not indicate lunch or dinner on your final travel day, but you do indicate breakfast at \$13, your reimbursement will \$0.50 ($\$50 \times 0.75 = \$37.50 - \$23 - \$14 = \0.50). Please be sure to consider these calculations and reductions when completing your form.

6. Mileage

- a. Mileage for eligible staff must deduct commutes on normal business days when departing from/returning to home
- b. When using Concur for mileage, the Concur mileage calculator MUST be used (do not type in mileage) and use the full addresses for Concur the properly calculate mileage.

7. Other

- a. Airfare, parking, tolls, transit, and other eligible expenses may be included with supporting receipts
- b. Travelers on state business should always select the lowest priced airfare that meets their approved, most logical itinerary.
- c. Travel agent fees should be imported into Concur if a traveler has used Concur to book lodging or airfare.

8. ACH Payments are Required:

PAC and the State Accounting Office require that all reimbursements be made by ACH.

a. State-Paid Employees and SPCR

State-paid and SPCR employees should submit banking information for reimbursements (note this is NOT the same as payroll) though [Employee Self-Service](#) (Teamworks). Please see PAC's [Guide](#) on

setting up your Vendor ID and banking information for ACH reimbursements. State employees can also change their address in Teamworks but name changes must be submitted to PAC HR.

b. **County-State Paid Employees**

County-paid personnel who do not currently receive ACH reimbursements from PAC must complete the Vendor Management form (VMF) including banking information along with the W9. To continue receiving reimbursements from PAC, ACH must be established. Below is information to assist you when completing both forms. Note: SAO's processing time for ACH set up can take 4-6 weeks. Therefore, it is highly encouraged that you submit both your W9 and VMF in advance of the training event you plan to attend. If ACH has not been set up in advance, your first reimbursement may be paid by check.

c. Download W9 form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- W9s must include legal name, address, tax classification (individual) checked, signature, and date of signature.
- Do NOT include office information in line 2.

d. Download Vendor Management Form here (scroll to select the Vendor Management Form PDF):

<https://sao.georgia.gov/teamworks/teamworks-financials/vendor-payment-management>

Steps to Complete the Vendor Management Form (VMF):

- Please follow all directions carefully. Incomplete forms will delay set up.
- Complete sections 2, 3 and 5 ONLY. PAC Fiscal will complete section 1 and 6.
- Fill out section 2 completely. DL# and DL State are not required, but are helpful for verification.
- You MUST be reachable at the contact information you provide (email and phone number) as the State Accounting Office may contact you.
- In Section 3, please ensure that the leading/ending zeros on the bank account number are included.
- In Section 3, select ONE of the boxes, either: "General Bank Account for ALL State of Georgia Agencies" OR "Specific Purpose."
- **Print/Sign in Section 3 ONLY: Either digital signature or manual signature are acceptable. Do not use cursive font or a typed name for the signature. Please do not forget to sign in section 3.**
- Section 5, check all boxes that apply ONLY IF applicable. Otherwise, leave blank.
- **Do NOT fill out anything in Section 6. Do NOT sign in Section 6 (bottom of page 2).** This section is for the PAC Vendor Liaison only.
- The Address on the form must match the address on the W9.
- A P.O. Box cannot be used as your sole address. You must submit a physical address as your primary address. P.O. Boxes can be set up as a secondary address by providing a second Vendor Management Form.
- Occasionally, a check must be issued due to delays in ACH set up at the State Accounting Office. This will typically only happen for your first reimbursement from PAC. Please ensure that you have provided a valid address for receiving checks on your reimbursement form.
- Completed forms need to be sent **directly** to fiscal@pacga.org.
- Fiscal will review and let you know if anything is missing.
- If you have completed the vendor management form previously AND are already receiving ACH payments from PAC, you will not have to submit the VMF again unless the banking

APPENDIX A: Concur Quick Start Guide

Setting up a Vendor ID & First Time Login

1. A Vendor ID is required to use Concur. Vendor IDs can be set up in [Employee Self-Service \(Teamworks\)](#). Please view PAC's [Guide](#) for setting up a Vendor ID as a State or SPCR employee.
2. Changes to your address or banking information can also be made in Employee Self-Service; however, name changes must be submitted to PAC HR.
3. After obtaining a Vendor ID, you must wait 24 hours before logging into Concur.
4. If your Concur profile has become inactive, please follow the steps for setting up a Vendor ID in the guide listed above.

Creating a New Expense Report Request

1. **Login to Concur using your username and password**
2. **Create your Expense Report**
 - a. Under the Expense tab, click CREATE NEW REPORT.
 - b. Enter the **Report Name, Trip Type (In-State, International, or Out of State Travel)**
 - i. If travel is for a **Conflict Case**, please include the word "Conflict" along with the circuit in which the case originated in the **Report Name** field. Additionally, you must attach a copy of the appointment order to the Report.
 - c. Enter **Trip Start Date** (Start date of trip)
 - d. Enter **Trip End Date** (If an imported fee has a date after your trip end date, you will need to change that date to match. EX: Trip ended on 9/30, but fee imported says 10/2 -> trip end date should be set to 10/2).
 - e. Enter **purpose of trip**. Add comment if necessary.
 - f. Do not click **Next** until you have made the appropriate selection in the **Claim Travel Allowance** section (see below)
3. **Claim Travel Allowance (Per Diem Meals)**
 - a. This is your per diem meals – called "travel allowance" and it is pre-set to "Yes, I want to claim Travel Allowance". Click **Next**.
 - b. In this new window, locate the **Selection** menu. It is pre-set to [in state single day](#). To change, click the drop-down arrow and select "**After 2/1/22 Overnight Travel (75% Rule)**" for **overnight in state or out of state trips**.
 - c. It is very important make the correct selection in this section. Selecting the wrong itinerary type will result in your reports being returned to you. If you select the wrong itinerary type, you must delete your itinerary and create a new one.

Travel Allowances For Report: Test

- 1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name:

Selection:

- d. Under **New Itinerary Stop**, enter your **Departure City** (the city you left from).
- e. Enter the **Date** you left.
- f. Enter the **Time** you left.
- g. Enter your **Arrival City** (the city you arrived at).
- h. Enter the **Date** you arrived (should be the same day).
- i. Enter the **Time** you arrived.
- j. Click **Save**.

New Itinerary Stop

Departure City:

Date:

Time:

Arrival City:

Date:

Time:

- k. You will see that your Departure City and your Arrival City have flipped. For example, if you put (Atlanta, GA as your departure city and St Simons Island, GA as your arrival city, they will trade places to show your departure city as St Simons Island, GA and your arrival city will be Atlanta, GA. This is where you enter your return trip).
- l. Enter the **Date** you left at the end of your trip.
- m. Enter the **Time** you left.
- n. Enter the **Date** you arrived back home.
- o. Enter the **Time** you arrived.
- p. Click **Save**.

New Itinerary Stop

Departure City:

Date:

Time:

Arrival City:

Date:

Time:

q. Your page should look like this:

Itinerary Name: Selection:

[Add Stop](#) [Delete Rows](#)

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Atlanta, Georgia 10/10/2022 08:00 AM	St Simons Island, Georgia 10/10/2022 12:00 PM	GLYNN COUNTY, US-GA, US
<input type="checkbox"/>	St Simons Island, Georgia 10/12/2022 04:00 PM	Atlanta, Georgia 10/12/2022 08:00 PM	FULTON COUNTY, US-GA, US

- r. Click **Next >>**
- s. Click **Next >>** again.
- t. You will reach **Step 3 Expenses & Adjustments**. This is where you make your meal selections.
 - i. **FOR ANY MEALS THAT WERE PROVIDED BY THE LOCATION/ HOTEL/ CONFERENCE, PLEASE CHECK IN THE BOX FOR WHICH ONE WAS PROVIDED.**
 - ii. **PLEASE NOTE:** Meal reimbursements will be automatically calculated. First day and last day reimbursable amount is \$37.50, and \$50 for all other days for in-state travel. (Out of state per diem amounts should reflect the GSA rates minus incidentals.) Your expenses & adjustments page should look like the screen shot below.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

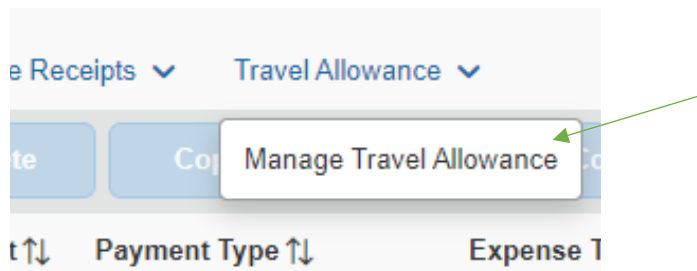
Show dates from to [Go](#)

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/10/2022 St Simons Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$37.50
<input type="checkbox"/>	10/11/2022 St Simons Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$50.00
<input type="checkbox"/>	10/12/2022 St Simons Island, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$37.50

- u. Click **Create Expenses**.
- v. You should now see your “Fixed meals” in your report.

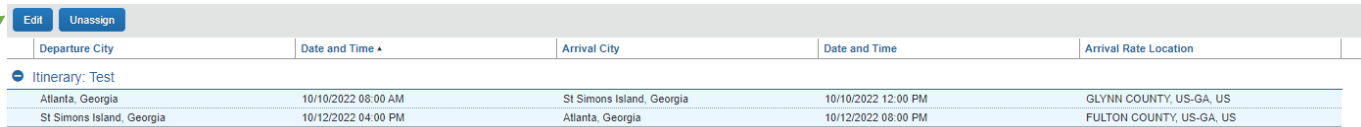
4. Edit Existing Travel Allowance and Itinerary

- a. To edit an existing travel allowance, click on **Travel Allowance -> Manage Travel Allowance**.



- b. Click on the itinerary created and click **Edit**. (must click itinerary first so the word Edit will highlight in blue).
- c. If you did not select “**After 2/1/22 Overnight Travel (75% Rule)**” for overnight travel and need to change it, you will to:
 - i. Unassign the itinerary
 - ii. Delete the itinerary from Available Itineraries

- iii. In the top left of the screen, select (1) Create New Itinerary, and follow steps beginning with 3(b) above in section Claim Travel Allowance (Per Diem Meals).

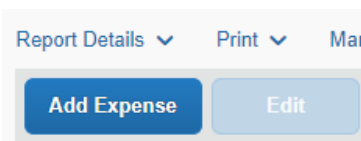


Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Test				
Atlanta, Georgia	10/10/2022 08:00 AM	St Simons Island, Georgia	10/10/2022 12:00 PM	GLYNN COUNTY, US-GA, US
St Simons Island, Georgia	10/12/2022 04:00 PM	Atlanta, Georgia	10/12/2022 08:00 PM	FULTON COUNTY, US-GA, US

- d. Make changes to itinerary and click **Next>>**
- e. Click **Update Expenses.**

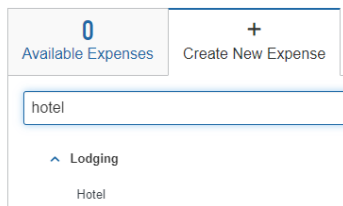
5. Add Lodging Expenses – Manual Entry

- a. Click **Add Expense.**

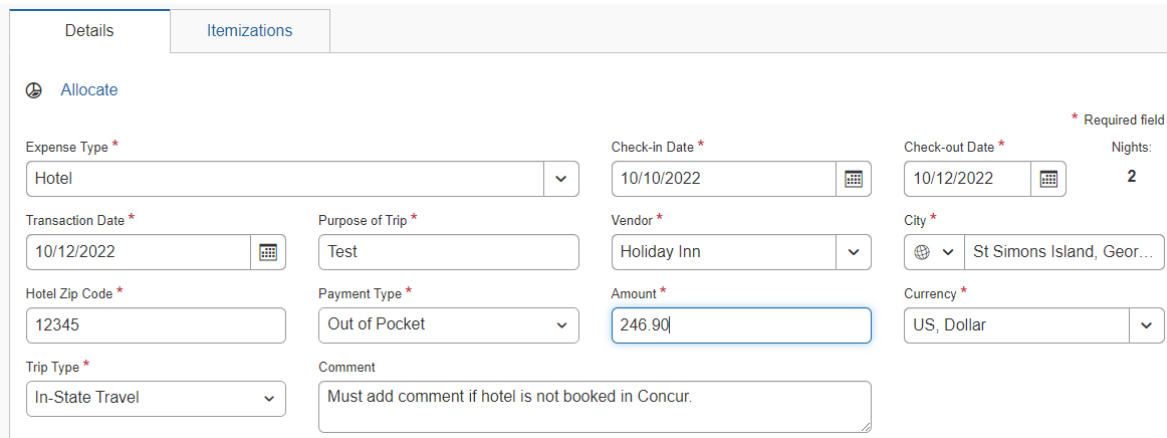


- b. Search for **Hotel** under **Lodging** or type in **“hotel”** in the search bar. Click **Hotel.**

Add Expense



- c. Enter the **Check-in Date, Check-Out Date, Vendor (Hotel name), City, Hotel Zip Code, and Amount.**
 - i. If the facility where you lodged is not listed in the drop-down menu, you may type in the name of the facility
- d. You must add a comment if the hotel is not booked in Concur. Your page should look like the screen shot below.



Details | **Itemizations**

Allocate

Expense Type * Check-in Date * Check-out Date * Nights:

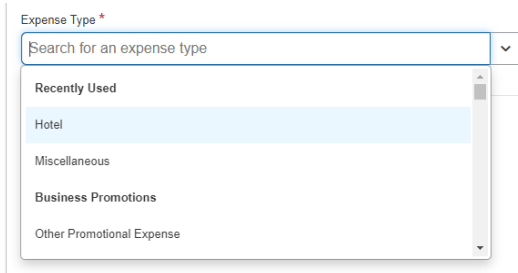
Transaction Date * Purpose of Trip * Vendor * City *

Hotel Zip Code * Payment Type * Amount * Currency *

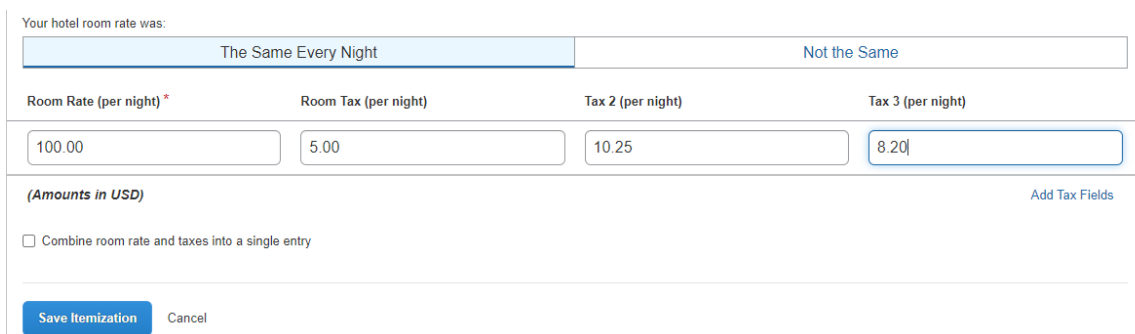
Trip Type * Comment

- e. Click on the **Itemizations** tab (see screen shot above).
- f. Click on **Create Itemization.**

g. Under **Expense Type** select the drop-down arrow and choose **Hotel**.





- h. NOTE: If your hotel room rate was **different** every night, select **“Not the Same”** on this page. If not, move to the next step. Refer to the screen shot below.
- i. Enter the **Room Rate** and **Room Tax (occupancy tax)**. For any other taxes, enter it in **Tax 2**, and **Tax 3**. Refer to the screen shot below.
- j. If using the lodging cap, select the check box for **“Combine room rate and taxes into a single entry”** and only include the nightly lodging cap amount.
 - i. Note: Lodging cap is only applicable if your rate was higher than the cap.






- k. Click **Save Itemization**.
- l. Select Upload Receipt Image. Locate existing receipt image or upload the applicable receipt from your computer.
- m. Click on **Save Expense**.

6. Attach Receipt to Expense if it was not done during step 5 above.

a. Click on the Icon in the **Receipt** column. Refer to screen shot below.

Alerts ↑↓	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
			Out of Pocket	Hotel	Holiday Inn St Simons Island, Georgia	10/12/2022	\$246.90 Itemized

b. Click on **Upload receipt Image**, select the receipt image and upload. It should look like this.

Alerts ↑↓	Comments ↑↓	Receipt ↑↓	P
			C

7. Add Personal Car Mileage

a. Click **Add Expense**.

Report Details ▾ Print ▾ Mar

Add Expense

Edit

- b. Search for **Personal Car Mileage** under **Transportation** or type in “**mil**” in the search bar. Click on **Personal Car Mileage**.
- c. Enter Transaction Date (date of travel – the first day you drove).
- d. **Before typing anything else in, click on Mileage Calculator.**

Details

Itemizations



[Mileage Calculator](#)



[Allocate](#)

- e. Type in **Waypoints**. For overnight travel, you should only enter **one way, not round trip**. Enter the **full address** of each location. Click **Calculate Route**. Refer to screen shot below.

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

A 200 Piedmont Avenue, Atlanta, GA 30333

B A, ST SIMONS ISLAND, GA 31522, US

[Calculate Route](#)

- f. If departing from or returning to your residence on a normal workday, select “Deduct Commute” check in the box on the bottom left of page. Otherwise, do not check.
 - i. Ensure full Home and Office addresses are entered into the “Deducted Commute Distance” section if deducting commute mileage.

Deduct Commute



- g. Click **Add Mileage to Expense** on bottom right of page.
- h. Your page should look like the screen shot below. Click **Save Expense and Add Another**.

New Expense Cancel **Save Expense**

Details Itemizations Show Receipt

Mileage Calculator Allocate

Expense Type * Transaction Date * Purpose of the Trip * * Required field

Personal Car Mileage 10/10/2022 Test

From Location * To Location * Payment Type Trip Type * *

200 Piedmont Avenue, Atlanta, ... 221 MALLORY ST STE A, ST ... Out of Pocket In-State Travel

Comment

Vehicle ID * Distance to Date Distance * Number of Passengers

car tier I 0 313 0

Amount Currency Reimbursement Rates

195.63 US, Dollar USD 0.625 per mile

[View all reimbursement rates](#)

Save Expense **Save and Add Another** Cancel

- i. Search for **Personal Car Mileage** under **Expense type** or type in “mil” in the search bar. Click on **Personal Car Mileage** to add mileage for each day traveled.
- j. Enter Transaction Date (date of travel – the last day you drove).
- k. Repeat steps **d-g**. Click **Save Expense**.

8. Add Parking

- a. Click **Add Expense**.
- b. Search for **Parking** under **Transportation** or type in “park” in the search bar. Click on **Parking**.
- c. Enter Transaction Date.
- d. Enter Vendor Name.
- e. Enter Amount.
- f. Upload your receipt.
- g. Click Save Expense

9. Import Expenses (from Available Expenses for items booked through Concur)

- a. In your expense report, click **Add Expense**.
- b. Click on **Available Expenses**.

Add Expense



- c. Click the check box next to the expense you need to import and click **Add to Report**. See screen shot below.

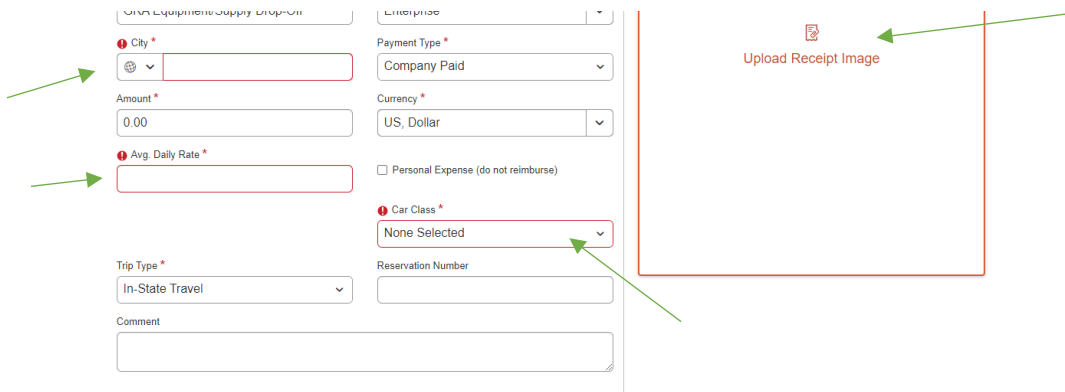
<input checked="" type="checkbox"/>	Company Paid	Rental Cars Only	Enterprise	09/15/2022	\$38.62 <i>Estimated</i>
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Displayed expenses: 1, Total: 1

Close

Add To Report

- d. Once added to report, click the expense to open it.
- e. Enter any fields highlighted in **red**. Refer to screen shot below.
- f. Click **Upload Receipt Image** on right side of page to upload receipt.



The screenshot shows an expense report form with several fields highlighted in red. Green arrows point to these fields: 'City', 'Avg. Daily Rate', 'Car Class', and the 'Upload Receipt Image' button. The form includes fields for City, Amount, Avg. Daily Rate, Trip Type, Payment Type, Currency, Personal Expense checkbox, Car Class, Reservation Number, and a Comment box.

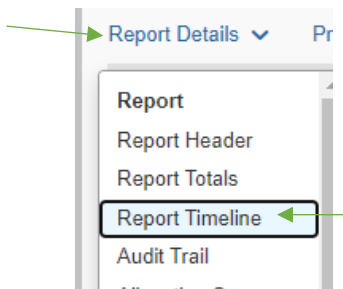
- g. Click **Save Expense**.

10. Submit your Report

- a. Once you have completed your report, click **Submit Report** in the top right corner of the page
- b. In the pop-up box, if your approver's name does not automatically appear, type your approver's last name slowly. If your approver still does not appear after typing, follow the directions below to edit an approver. If after following the steps below, you are not able to add your approver, please contact the PAC Fiscal.

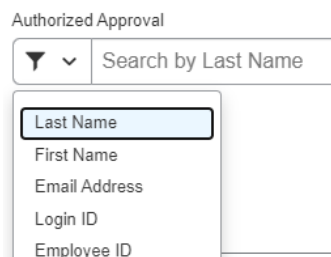
11. Edit Approver

- a. Click on **Report Details -> Report Timeline**.



The screenshot shows a navigation menu with 'Report Details' and 'Report Timeline' highlighted. A green arrow points to 'Report Details' and another points to 'Report Timeline'.

- b. On the left, you will see **Approval Flow**.
- c. Click **Edit**. Enter approver's information (you can search by name, EID, or email address).



The screenshot shows the 'Authorized Approval' search interface. A search box contains 'Search by Last Name'. A dropdown menu is open, showing options: Last Name, First Name, Email Address, Login ID, and Employee ID. A green arrow points to the 'Last Name' option.

- d. Click **Save**.

APPENDIX B: Sample Auditable Receipt



HIS JEKYLL ISLAND
 200 SOUTH BEACHVIEW DR
 JEKYLL ISLAND, GA 31527
 United States of America
 TELEPHONE 912-635-3733 • FAX 912-635-3738
 Reservations
 www.hilton.com or 1 800 HILTONS

Room No: 419/SXQL
 Arrival Date: 4/23/2019 5:56:00 PM
 Departure Date: 4/25/2019 7:06:00 AM
 Adult/Child: 1/0
 Cashier ID: CAVILES5
 Room Rate: 163.00
 AL:
 HH # 150610848 BLUE
 VAT #
 Folio No/Che 245137 A

JONES, J. CHRIS
 3646 WINTER JASMINE COURT
 DACULA GA 30019
 UNITED STATES OF AMERICA

Confirmation Number: 55196404

HIS JEKYLL ISLAND 4/25/2019 7:06:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
4/23/2019	879412	GUEST ROOM EXEMPT	\$163.00
4/23/2019	879412	STATE SALES TAX 7%	\$11.41
4/23/2019	879412	STATE HOTEL-MOTEL FEE	\$5.00
4/24/2019	879773	GUEST ROOM EXEMPT	\$163.00
4/24/2019	879773	STATE SALES TAX 7%	\$11.41
4/24/2019	879773	STATE HOTEL-MOTEL FEE	\$5.00
4/25/2019	879845	VS *9482	(\$358.82)
BALANCE			\$0.00

2

Traveler's Name

(Explanation should be provided if receipt is in name of someone other than the person being reimbursed)

3

**Check-in/
 Check-out dates**

1

Facility Contact Information

4

Dates of Lodging

5

Proof of Payment
(\$0 balance due)

NOTE: Lodging receipts for home rentals such as AirBnB, VRBO, etc. must contain all of the same auditable information as a hotel receipt. Receipts for other non-lodging items must be similarly auditable.

APPENDIX C: Sample Paper Reimbursement


PAC Prosecuting Attorneys' Council of Georgia

 1590 Adamson Pkwy, 4th Floor,
 Morrow, Georgia 30260
 (770) 282-6300 Fax: (770) 282-6368
 Email: fiscal@pacga.org

Travel Reimbursement Form - Non-State Paid or Third Party Assignment

NAME: Jane Smith POSITION: Assistant District Attorney EMAIL: jsmith@pacga.org STATE PAID: <input checked="" type="checkbox"/> NON-STATE PAID: <input type="checkbox"/> (Check One) SOCIAL SECURITY NO: 555-55-5555 OFFICE TELEPHONE NO: 706-222-3333 CIRCUIT: Enotah Judicial Circuit OFFICE ADDRESS: 325 Riley Rd., Dahlonega GA 30533 REIMBURSEMENT MAILING ADDRESS: 119 Trahlyta Trail Dahlonega GA 30533	Complete this part on only if reimbursement is to be sent to agency other than employee. ASSIGNMENT: I HEREBY ASSIGN PAYMENT TO: NAME: Lumpkin County Board of Commissioners MAILING ADDRESS: 2 Main Street CITY: Dahlonega STATE: GA ZIP: 30533
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Complete Traveler information

3rd party Assignment of payment (for State Paid staff ONLY)

 List the name(s) of everyone who is entitled to reimbursement from PAC and with whom you shared a room: Ellen Jones, Amanda Brown

Names of people who shared lodging

 PURPOSE: 2021 Summer Conference

 FOR PERIOD FROM: July 17, 2021 TO: July 21, 2021

All reimbursements are subject to State Law and current Council Travel and Training Regulations. A receipt or other similar documentation must be attached for lodging expenses submitted for reimbursement. See O.C.G.A. §43-7-29

DATE	DEPARTURE		ARRIVAL		SUBSISTENCE				TOTALS	PAC USE ONLY APPROVED
	TIME	LOCATION	TIME	LOCATION	BFAST	LUNCH	DINNER	LODGING		
7/17/21	9:00 AM	Dahlonega	4:30 PM	Jekyll Island	\$7	\$9	\$20	\$150	\$186	
7/18/21					\$7	\$9	\$20	\$150	\$186	
7/19/21					\$7	\$9	\$20	\$150	\$186	
7/20/21					\$7	\$9	\$20	\$150	\$186	
7/21/21	12:00 PM	Jekyll Island	7:30 PM	Dahlonega	\$7	\$9	\$20	\$0	\$36	
TOTAL:					\$35	\$45	\$100	\$600	\$780	
MILEAGE 773.9 MILES AT \$0.56 per mile (MUST RECORD MILEAGE ON SECOND PAGE)									\$433.38	
2 GASOLINE, Oil: (Explain on reverse side)										
3 OTHER EXPENDITURES: (Explain on reverse side and attach receipts)									\$40	
TOTAL EXPENDED:									\$1,253.38	

Complete Travel information

Adherence to 2021 Summer Conference Lodging limit

Mileage and parking info (for State Paid ONLY)

CERTIFICATION: I certify under criminal penalty for making a false statement in violation of O.C.G.A. §16-10-20, that the above statements are true and I have incurred the above described expenses and authorized use of mileage in the discharge of my official duties.

 Signature: Jane Smith
 Elected Official's Signature: Assistant District Attorney

 Date: 8/4/2021
 Date: 8/5/2021

Signature of Traveler and Elected Official

Please complete the applicable section(s). Sections 1 & 2 are for state-paid personnel & faculty.

HOME ADDRESS: 119 Tranlyia Trail, Dahlisnope, GA 30533

1 PERSONAL VEHICLE - MILEAGE			Vehicle: Year _____ Make _____ Model _____		TOTAL MILEAGE	PERSONAL MILEAGE	BUSINESS USE MILEAGE
DATE	ORIGIN	DESTINATION	STARTING MILEAGE	ENDING MILEAGE			
7/17	Home (see above address)	Jekyll Island, GA	52,421	52,809	388		388
7/21	Jekyll Island, GA	Home (see above address)	52,89	53,197	388	2.1	385.9
TOTALS					776	2.1	773.9

NOTE: TOTAL MILEAGE MINUS PERSONAL MILEAGE MUST EQUAL BUSINESS USE MILEAGE

2 COUNTY OWNED VEHICLE - MILEAGE			Vehicle: Year _____ Make _____ Model _____		TOTAL MILEAGE	PERSONAL MILEAGE	BUSINESS USE MILEAGE
DATE	ORIGIN	DESTINATION	STARTING MILEAGE	ENDING MILEAGE			
TOTALS							

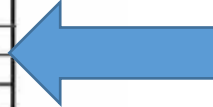
NOTE: TOTAL MILEAGE MINUS PERSONAL MILEAGE MUST EQUAL BUSINESS USE MILEAGE

3 STATE OWNED VEHICLE - MILEAGE			Vehicle: Year _____ Make _____ Model _____ ID NO. _____		TOTAL MILEAGE	PERSONAL MILEAGE	BUSINESS USE MILEAGE
(ATTACH RECEIPTS FOR GAS AND OIL)							
DATE	ORIGIN	DESTINATION	VENDOR NAME	AMOUNT OF PURCHASE			
TOTAL GAS AND OIL							

4 OTHER EXPENDITURES (ATTACH RECEIPTS)		
DATE	TIRES, REPAIRS AND MAINTENANCE, PARKING, TAXI, TOLLS, TUITION, AIRFARE, OTHER EXPENDITURES (PLEASE EXPLAIN)	AMOUNT
7/17	Jekyll Island Parking Pass	\$8
7/18	Jekyll Island Parking Pass	\$8
7/19	Jekyll Island Parking Pass	\$8
7/20	Jekyll Island Parking Pass	\$8
7/21	Jekyll Island Parking Pass	\$8
TOTAL AMOUNT (List on other side)		\$40



Home address provided



Daily Commute from home to work deducted on normal work days



Detail for Other Expenses

APPENDIX D: Paper Reimbursement Checklist

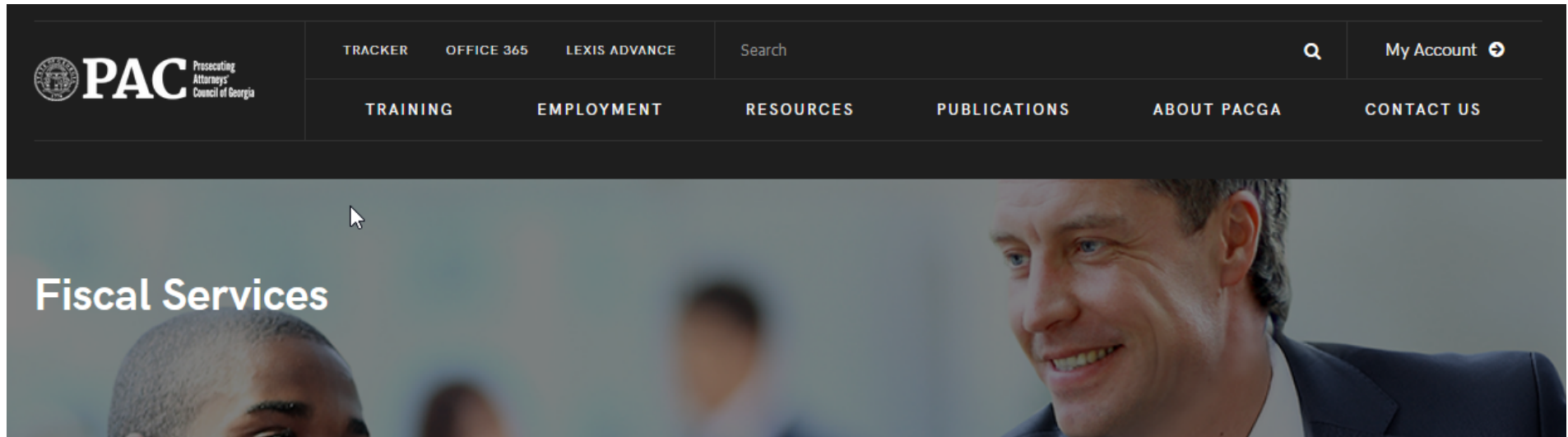
Reimbursement Checklist

Before submitting any paper reimbursement to PAC, please ensure that your claim:

- Is signed by your elected official or his/her designee
- Includes current (signed and dated within 1-year) W9 with legal name (verified with IRS). If you have received reimbursement from PAC within the past year, you may forego submitting a W9.
- Includes Hotel Receipt for Claims of Lodging
- Ensure Hotel Receipt does the following:
 - Is from a facility that rents to the general public
 - Includes hotel contact information
 - Is in the name of the person claiming reimbursement (if not, a justification of why it is in another name along with attestation that the person claiming reimbursement incurred the expense being claimed)
 - Includes dates of check in/check out and dates of lodging
 - Shows proof of payment/\$0 balance due
 - Receipts for VRBO, AirBnB and similar rentals must adhere to requirements above
- Claim for lodging must not exceed what was paid up to the maximum limit/cap (if applicable)
- Lists all people you lodged with who are entitled to reimbursement from PAC
- Does not include meals that were provided either as part of the conference or at a hotel (e.g. Continental breakfast)
- Only includes meals and lodging (non-state paid staff)
- Does not indicate third-party reimbursement (non-state paid staff)
- Includes receipts for other non-meal and non-mileage expenses
- Excludes personal vehicle mileage and daily commutes if travel was on a normal workday and the traveler departed from/returned to home rather than the office (State-Paid Staff seeking third-party reimbursement ONLY)

APPENDIX E: PAC Forms and Guides Location

<https://pacga.org/about-pacga/departments/fiscal-services/>



HOME > ABOUT PACGA > DEPARTMENTS > FISCAL SERVICES

As the center for business transactions, Fiscal Services processes and accounts for all state funds appropriated to the agency and the District Attorneys. Personnel maintain accounts that properly reflect revenues received and costs incurred during operations; coordinate the preparation of annual operating budgets; prepare financial statements for management decision-making and auditing; and develop fiscal estimates for changes in operations.

Reimbursement
Process & Guide

State/SCPR Employee
Expense
Reimbursement:
Vendor & ACH Set Up

County-Paid Expense
Reimbursement:
Vendor & ACH Set-Up

PAC Travel
Regulations

State Travel
Regulations - State
Accounting Office
(SAO)

TEAMWORKS Travel
& Expense (CONCUR)