

**REIMBURSEMENT:** Reimbursement of attendees for 2023 Basic Litigation Boot Camp 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 the Prosecuting Attorneys' Council of Georgia.

**The following reimbursement rates apply:**

**Meals - per State of Georgia travel regulations**

You cannot claim reimbursement for meals provided by PAC

\$13.00 - Breakfast (Breakfast will be provided at the hotel)

\$14.00 - Lunch (Lunch will be provided at GPSTC)

\$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, <https://sao.georgia.gov/travel/state-travel-policy>.

**Lodging - provided by PAC**

**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.

Non-state-paid staff are not eligible for mileage reimbursement.

**Additional Information**

You must be registered for the conference and pay the registration fee in order 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.

**W9 Form and Vendor Management Form:** Since we are providing lodging to ALL students, we will need a W9 form completed and emailed to Rachel Edwards at [redwards@pacga.org](mailto:redwards@pacga.org). This form is required to attend this course. Forms should be emailed by **Monday, May 1st**. If the form is not received by this date, you will be dismissed from this course. Follow this [link](#) to the W9 form, and complete the highlighted portions of the form (name, home address, tax classification, SSN, and signature).

If you are a non-state employee, you will have to complete a Vendor Management Form (VMF) along with the W9 Form. Effective in March 2023, all non-state paid staff seeking travel reimbursements who have a.) never received a payment from PAC or b.) haven't received a payment from PAC in more than a year MUST submit a W9, Vendor Management Form (including banking information), and a voided check or official letter from the staff member's bank that indicates the bank account and routing numbers. These documents have to be received early as it takes 6 weeks in advance to have everything setup with the State's Accounting Office to receive reimbursement. The VMF should be completed and submitted to our Fiscal Department at [fiscal@pacga.org](mailto:fiscal@pacga.org) by **Monday, May 1st**.

[Link to the VMF](#) and [Steps to complete the VMF Reimbursement Guide](#)