

Reimbursement Information – 2023 Social Media and Public Relations Course

Reimbursement of attendees 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.

PAC will reimburse eligible participants a maximum of two nights of lodging. This includes being reimbursed lodging costs for the night before the training. Participants claiming three nights lodging will need to document the distance traveled on the reimbursement request (State Paid employees will enter distanced traveled into Concur and Non-State Paid Employees will add documentation of distance traveled to the reimbursement packet). Participants whose Residence is located within a 50 mile radius of the PAC Office, are not eligible to be reimbursed for lodging. **THERE WILL BE NO EXCEPTION TO THIS RULE.**

PAC will reimburse up to \$103 per night (includes parking and fees). All lodging claims must be documented with detailed receipts and must be from a business that offers lodging to the general public, such as a hotel, motel or public rental, such as Air BnB or VRBO (not a private residence). Receipts must show proof of payment and credit card signature copies without detailed information (itemizations) are not acceptable.

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

For State-paid personnel, travel by state or county government vehicle is required when there is a government vehicle available; carpooling is encouraged.

The following reimbursement rates apply:

\$13.00 - Breakfast

Lunch Provided

\$23.00 – Dinner

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 any employee who is not State Paid). The form must include your legal name, home address, tax classification, full SSN, signature, and date of signature. 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).