



## REIMBURSEMENT INFORMATION

Reimbursement of attendees for the 2023 Gang Cases: From the Crime Scene to the Courtroom 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.

Reimbursement for Solicitor-General staff and employees of other agencies are not eligible for reimbursement by PAC.

The following reimbursement rates apply (At this time, no meals will be provided at the conference. We will let you know if anything changes. If the hotel provides meals the per diem must be adjusted.):

\$13.00 - Breakfast

\$14.00 - Lunch

\$23.00 - Dinner

\$98.00 - Lodging (per night) + \$5 Hotel Fee

New Update for meals! Travelers traveling overnight must deduct 25% of the total per diem rate on the first and last day of travel. For additional information and examples, please review the [Statewide Travel Policy](#).

Travelers on State business 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, even when there is no overnight lodging.

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

\$0.22/per mile - personal vehicle (if state vehicle is available)

\$0.655/per mile - personal vehicle (if county/state vehicle is not available)

State-paid personnel are eligible for the above reimbursements. County-paid personnel are not eligible for mileage reimbursement.

PAC will reimburse eligible participants a maximum of four nights of lodging if the participant's home is more than 50 miles away from Brasstown Valley Resort. This includes being reimbursed lodging costs for the night before the conference. Participants claiming four 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 on the reimbursement packet. Participants whose home is located within a 50-mile radius of Brasstown are not eligible to be reimbursed for lodging. **THERE WILL BE NO EXCEPTION TO THIS RULE.**

PAC will reimburse up to \$98 per night (+ \$5 hotel fee). 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.

### **PAC Reimbursement Process:**

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

Please review our policy on ACH reimbursements and directions for getting set up for ACH payments here: <https://pacga.org/about-pacga/departments/fiscal-services/pac-reimbursement-process/>.

**County-Paid Employees** must use the [PAC Reimbursement Form](#) to submit reimbursement requests and submit all forms and supporting documentation to [fiscal@pacga.org](mailto:fiscal@pacga.org).

- **W9 Form & Vendor Management Form:** 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. A voided check or bank verification letter must also be submitted. To continue receiving reimbursements from PAC, ACH must be established. Please note that the State Accounting Office's (SAO) processing time for ACH set up can take 6-8 weeks. Therefore, it is highly encouraged that you submit your W9, VMF, AND a voided check or bank letter (direct deposit forms are not admissible) at least 6 weeks in advance of the training event you plan to attend. If ACH has not been set up in advance, your first reimbursement could be delayed and may be paid by check.
- [Link to the VMF](#) and [Steps to complete the VMF](#)
- [W9](#)

**State-Paid & SPCR Employees** must use Concur to submit reimbursement requests: [TEAMWORKS Travel & Expense \(CONCUR\)](#).

- To use Concur, a Vendor ID must be established, and ACH must be established in Employee Self-Service (Teamworks) for Employee Reimbursement (NOT the same as payroll). See PAC's [Set-Up Guide](#) for instructions.

## [Reimbursement Guide](#)