



## REIMBURSEMENT FOR THE 2024 VWAP CONFERENCE

Due to FY24 VOCA cuts, FY24 VOCA grants are for personnel only and will NOT cover any training/travel expense. Therefore, you **CANNOT** utilize any VOCA funds for the upcoming 2024 VWAP Conference travel expenses. If you have any questions or concerns relating to VOCA and/or the cuts, please feel free to contact Sarai Leonide Medina at [sleonides@pacga.org](mailto:sleonides@pacga.org) or 770-282-6290.

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). *Employees of other agencies are not eligible for reimbursement by PAC.*

### **The following reimbursement rates apply:**

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

\$13.00 - Breakfast

\$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**

\$159.00 - 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.

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

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

\$0.655/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 \$0.655 for personal vehicles or \$0.22 per mile if a government vehicle was available but you chose to drive a personal vehicle. Please note that if you seek reimbursement from your DA's travel budget, non-state-paid staff are not eligible for mileage reimbursement.

### **Update for Reimbursement Process & Guide webpage**

(<https://pacga.org/about-pacga/departments/fiscal-services/pac-reimbursement-process/>)

#### **County-Paid Employees must:**

- Use the [PAC Reimbursement](#) form to submit reimbursement requests to [fiscal@pacga.org](mailto:fiscal@pacga.org)
- Submit a [W9](#) and a [Supplier Change Request Form](#) (SCRF) if you have never been reimbursed by PAC or if it has been a year or more since your last reimbursement. View PAC's [County Paid Expense Reimbursement: Vendor & ACH Set Up](#) for more details.
- Regularly update PAC with name, address, and banking changes using the SCRF.
- Are *strongly encouraged* to set up ACH payments for reimbursement of expenses.

### **Update for County-Paid Expense Reimbursement: Vendor & ACH Set Up webpage**

(<https://pacga.org/about-pacga/departments/fiscal-services/county-paid-expense-reimbursement-vendor-ach-set-up/>)

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

County-paid staff must be set up as a supplier of the State of Georgia before any reimbursement requests can be paid. To do this, county-paid staff who have never received a reimbursement from PAC or have not received a reimbursement from PAC within the last year must submit a W9 and Supplier Change Request Form (SCRF, formerly a Vendor Management Form). Additionally, county-paid personnel whose name, address, or banking information has changed must submit a W9 and Supplier Change Request Form (SCRF)

**Setting up ACH payments:** Setting up ACH payments is strongly encouraged. When providing banking information for ACH set up, submitting a voided check or bank letter is encouraged to speed processing times.

**Vendor Setup Processing Times:** The State Accounting Office's (SAO) processing time for vendor set ups can be lengthy. Therefore, we encourage you to submit your documents at least 6 to 8 weeks in advance of the training event you plan to attend to avoid any delays in processing your reimbursement request.

**Additional Supporting Documents:** While processing your W9 and SCRF, SAO may require additional documentation such as the first page of your most recent tax return or a copy of your Driver's License. PAC will follow up with you if any additional documents are required, and they should be provided as promptly as possible.

**Subsequent Changes in Personal Information:** When submitting your reimbursement request, if the name or reimbursement address differs from what you submitted on your W9 and SCRF, PAC must submit these changes to SAO, which can delay processing. PAC may also request new W9s or SCRFs to support the address or name change. If you are attempting to have your reimbursement sent to your office address, an employment verification letter on your agency's letterhead that includes the address, the last 4 digits of your SSN, and office manager contact information must be submitted.

Below are detailed steps assist you when completing the W9 and SCRF:

#### **Steps to complete the W9 Form**

1. W9s must include legal name, personal address, tax classification checked, signature, and date of signature.
2. For individuals, please do NOT include employment office information in line 2.

3. 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 including the P.O. Box as an "Additional Address" on the Supplier Change Request Form (SCRF). See below.

### **Steps to complete the Supplier Change Request Form (SCRF)**

Note that this form has been created, maintained, and is required by the State Accounting Office (SAO). SAO is very strict about how these forms are completed. ***Please read all directions carefully. Incomplete or improperly completed forms require follow up by PAC and will delay set up.***

Individuals must complete Sections 1 and 2 ONLY. Section 3 should only be completed by businesses. Section 4 should be completed ONLY for 1099 status, if known. If unknown, leave it blank (no selections other than 1099 should be made in section 4). **Nothing should be entered in section 5.**

- Section 1:
  1. Fill out Section 1 completely.
  2. Driver's License # and state are not required but are helpful for verification.
  3. The name and address must match the name and address on the W9.
  4. Physical Address: A physical address MUST be used. For individuals, this should be your home address, not your office address.
  5. Additional Address: A P.O. Box or office address may be added in this section. If adding an office address, an employment verification letter on agency letterhead including the address, last 4 digits of your SSN, and office manager contact information must be submitted.
  6. You MUST be reachable at the contact information you provide (email and phone number) as the State Accounting Office may contact you.
- Section 2:
  1. In this section, you must either provide your banking information to establish ACH payments or check the box to opt out of providing banking information. Please note that providing banking information is strongly encouraged to speed up the processing of future payments.
  2. Do not check anything on the second, third or fourth lines of this section (those that read replace remittance address, replace invoice address, add new bank account). These lines are for PAC use only.
  3. Ensure that the leading/ending zeros on the bank account number are included.
  4. Select ONE of the boxes, either: "General Bank Account for ALL State of Georgia Agencies" OR "Specific Purpose." You should only select "Specific Purpose" if you already have a different bank account set up as your "General" bank account.
  5. **Sign on the "Signature of Company Officer" line of this section.** Either a digital signature or manual signature are acceptable. Do **NOT** use cursive font or a typed name for the signature. Do not forget to sign.
- Section 3:
  1. This section is for business use only.
- Section 4:

1. Complete ONLY for 1099 eligibility, if known. If unknown, leave this section blank.
  2. No selections other than 1099 should be made in section 4.
- Section 5:
    1. **Do NOT fill out anything in Section 5. Do NOT sign in Section 5 (bottom of page 2).** This section is for the PAC Vendor Liaison only.

Occasionally, a check must be issued due to delays in ACH setup 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 and voided checks/bank letters should be sent directly to [fiscal@pacga.org](mailto:fiscal@pacga.org). The Fiscal division will review and let you know if anything is missing or if additional documentation is required by the State Accounting Office (SAO).

If you have questions regarding the forms, please contact the PAC Fiscal Division at [fiscal@pacga.org](mailto:fiscal@pacga.org) for assistance.