

## **REIMBURSEMENT INFORMATION FOR 2024 WINTER CONFERENCE:**

Reimbursement of attendees for the 2024 Winter Conference 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 Solicitor-General offices are eligible for up to \$500 reimbursement per Fiscal year. **Employees of other agencies are not eligible for reimbursement by PAC.**

The following reimbursement rates apply (no meals will be provided at the conference):

\$13.00 – Breakfast (unless provided by the hotel)

\$14.00 - Lunch

\$23.00 - Dinner

\$135.00 - Lodging (per night including taxes and any additional fees)

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)

Parking: \$12.00 per day (for State-paid employees only; must provide parking receipt upon submission of reimbursement)

Travelers traveling overnight must deduct 25% of the total per diem rate on the first and last day of travel. The full cost of meals that are provided will be deducted from the total daily allowable per diem. For additional information and examples, please review the Statewide Travel Policy.

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

PAC will reimburse eligible participants a maximum of three nights lodging (Tuesday - Thursday). Employees on State business who travel more than 50 miles from their Residence and Primary Work Station on a work assignment, AND are away for more than twelve (12) hours, may receive the total eligible per diem allowance for that day, even when there is no overnight lodging.

**PAC will reimburse up to \$135 per night for lodging. 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.** Participants whose office AND residence is located within a 50 mile radius of the Classic Center, are not eligible to be reimbursed for lodging.

For State-paid personnel, travel by state or county government vehicle is preferred when there is a government vehicle available. Carpooling is encouraged. If a personal vehicle is used when a government vehicle is available, the reimbursable mileage rate is \$0.22/mile.

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 anyone employee who is not State Paid). We will need your name, home address, tax classification, SSN and signature (legal name only).

The 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 19, 2024).

## PAC Reimbursement Process & Guide

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



### State-Paid & SPCR Employees must:

- Use Concur to submit reimbursement requests: TEAMWORKS Travel & Expense (CONCUR)
- In order 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

### 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 \(VCRF\)](#) 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 VCRF.
- Are *strongly encouraged* to set up ACH payments for reimbursement of expenses.

**Travel is governed by PAC Travel Regulations and the Statewide Travel Policy.**