

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
- 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.