



REIMBURSEMENT INFORMATION

Reimbursement of attendees for the 2024 Basic Historical Cell Site Analysis Course 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 this event. 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):

\$0.21/per mile - personal vehicle (if state vehicle is available)

\$0.67/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 two nights of lodging if the participant's home is more than 50 miles away from the Georgia Public Safety Training Center (GPSTC). This includes being reimbursed lodging costs for the night before the conference. Participants claiming two 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 GPSTC 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.