

PA WAP CONTINUING EDUCATION REIMBURSEMENT GUIDELINES

July 1, 2018 – June 30, 2019

Overview

NSSC will reimburse PA WAP Agencies for tuition/course fees, training material fees, conference fees, certification exam fees, and/or travel for PA WAP workers and subcontractors for approved continuing education (CE) opportunities during the July 1, 2018 – June 30, 2019 timeframe.

What types of continuing education (CE) opportunities are eligible for reimbursement?

- 2019 National HPC Conference (Chicago, IL)
- Regional HPC Conferences
- BPI Building Analyst I training and certification testing
- BPI Healthy Home Evaluator (HHE) training and certification testing
- BPI Building Science Principles Certificate of Knowledge reference materials and exam
- General computer training to improve staff/worker skill level with computer programs/software
- Leadership-type courses for office staff, supervisors, and those working toward becoming a supervisor (*Note: Selected Penn College leadership/Front Line Supervisor courses will be offered at \$0 to PA WAP participants and will not impact each Agency's Continuing Education funds.*)
- Training that is specific to improving teambuilding and effectiveness of communication (*Note: Selected Penn College teambuilding/communication courses will be offered at \$0 to PA WAP participants and will not impact each Agency's Continuing Education funds.*)

Pre-Approval Requirements

For all CE opportunities, individuals must request pre-approval by completing the **CE Approval Request Form** with information regarding anticipated events/trainings and estimated expenses (give your best guess based on mileage, per diem for the destination location, and other known costs).

All approval requests must have a sign-off from the Agency Wx Director/Coordinator on the **CE Approval Request Form**.

Submit your CE Approval Request Form via email (preferred) to nssc@pct.edu or snail mail to:

NSSC Continuing Education Reimbursement
Pennsylvania College of Technology, DIF 153
One College Ave.
Williamsport, PA 17701

PA DCED will review the request form and provide a decision on whether the request is an approved use of continuing education funds. A copy of DCED's decision will be emailed to the requestor. It may take up to 5 days for review.

Reimbursement for CE events will only be issued after receiving DCED's approval and after expenses have been incurred.

How much will be reimbursed?

Each PA WAP Agency has initially been provided with \$12,800 to spend this fiscal year on direct-hire workers as well as subcontractors. There is no limit on reimbursement per individual or per continuing education opportunity, as long as the total for each Agency does not exceed the \$12,800 (unless additional funds are approved).

Only amounts actually expended may be claimed. Detailed receipts that show payment are required for all continuing education opportunity reimbursement requests.

NSSC will process and track reimbursements by Agency, and maintain a centralized record of total amount reimbursed per Agency.

Timeline for Re-allocating Continuing Education Funds

PA WAP CONTINUING EDUCATION REIMBURSEMENT GUIDELINES

July 1, 2018 – June 30, 2019

July 1, 2018 – December 31, 2018: Each Agency can be reimbursed up to \$12,800 for continuing education opportunities.

January 1, 2019 – March 31, 2019: NSSC will contact each Agency in early January 2019 to confirm the amount of continuing education funds the Agency intends to use during the rest of the program year.

- *Requesting Additional Funds:* If an Agency expects to exceed the \$12,800 maximum and is interested in receiving additional continuing education funds, the Agency must submit a **CE Approval Request Form** for additional funds to nssc@pct.edu (or snail mail) by January 4, 2019, or as far in advance as possible.
- *Reallocating Unspent Funds:* If an Agency cannot provide verification of plans to spend down the \$12,800, a portion of the Agency's unspent continuing education funds may be reallocated in January 2019 to Agencies that have been approved for additional continuing education funds.
- *Encumbering Unspent Funds:* If an Agency knows it will be requesting continuing education reimbursements past March 31, 2019 (for example, travel reimbursements for the HPC National Conference), the Agency must submit a **CE Approval Request Form** to nssc@pct.edu (or snail mail) by March 31, 2019, in order to 'encumber' approved training reimbursement past March 31st.

April 1, 2010 – June 30, 2018: All *unencumbered* continuing education funds will be placed in a general pot of money that will be reimbursed to Agencies first come, first serve. All requests must be pre-approved with a **CE Approval Request Form**.

Eligible Expenses for Continuing Education

- Reimbursable expenses include tuition/course fees, training material fees, conference fees, certification exam fees
- Provide a copy of the detailed receipt that shows full payment. All receipts must include the following:
 - Name of vendor
 - Name of PA WAP student
 - Date of service
 - Amount paid
 - Credit card slips and statements are not acceptable in lieu of detailed receipts

Travel Expense Reimbursement

Mileage

- Students should use their WAP Agency's vehicle to travel, unless there are extenuating circumstances.
- If a government-owned vehicle is used, no mileage reimbursement will be provided.
- If a personal vehicle is used, the rate per mile follows IRS guidelines for business rates: <https://www.irs.gov/tax-professionals/standard-mileage-rates> (updated annually January 1st).
- Mileage reimbursement requests must include a MapQuest printout of your route to assist in verifying total mileage. Mileage will only be reimbursed for the main roundtrip. (For example, local mileage to/from hotel to the training site are not reimbursable.)

Out of State Travel

- Traveler must take the cheapest method of transportation that is reasonable.
- Economy flights only (\$800 maximum per flight for the 2019 National HPC Conference). Upgraded tickets will not be reimbursed.

PA WAP CONTINUING EDUCATION REIMBURSEMENT GUIDELINES

July 1, 2018 – June 30, 2019

- Flights must align with the business days of the continuing education opportunity. If you add personal time to your trip, you **MUST** acquire a comparison quote to show that the additional days amount to **LESS** or **EQUAL** than what it would have been for the standard business days.
- One airline baggage fee, each way, will be reimbursed.
- Car rentals must be the economy rate. Upgraded rentals will not be reimbursed.

Per Diem Reimbursement Eligibility:

Per diem travel reimbursement will only be provided if you are in a travel status for more than 12 hours. Eligibility starts when you depart your home, office, or other authorized point and ends when you return to your home, office, or other authorized point.

Reimbursement will follow **GSA Per Diem rates for the training location** (updated annually October 1st): www.gsa.gov/perdiem

- Allowances for subsistence are not flat rates -- **Only amounts actually expended may be claimed.**
- **Detailed receipts are required for all travel expenditures.**
- When it is impossible to secure a required receipt (these instances should be rare), a complete explanation is required. Use a **Declaration of Missing Receipt Form**. Examples:
 - Vending machines, parking meter, or unmanned toll booth.
- If the city or county you are looking for is not listed on the GSA per diem rate page, then the standard continental U.S. rate applies.

Lodging

- Follows the GSA max allowable per diem, excluding taxes
- Expenses are reimbursed at actual cost
 - Detailed receipts from lodging are required
 - Upgraded accommodations at an additional cost are not allowed
- Hotel Taxes:
 - Taxes are reimbursable as a miscellaneous expense (outside of the per diem lodging rate)

Subsistence (Meals and Incidentals)

- Follows the GSA max allowable per diem. **This is not a flat rate - Only amounts actually expended may be claimed. Detailed (itemized) receipts are required for meals.**
- The first and last calendar day of travel is calculated at 75% the per diem rate.
- **Reimbursement for alcoholic beverages is prohibited**
- What is included in incidental expenses?
 - Baggage handling and gratuities (limited to reimbursement of \$1.50 per piece)
 - Gratuity on meal expenses (limited to 20% of meal)

PA WAP CONTINUING EDUCATION REIMBURSEMENT GUIDELINES

July 1, 2018 – June 30, 2019

Miscellaneous

- Miscellaneous expenses are excluded from the per diem allowance. Examples of miscellaneous expenses include:
 - Hotel taxes
 - Parking fees
 - Ground transportation to/from the common carrier terminal, and to/from the place of lodging and the conference/seminar/meeting
 - Highway tolls
 - EZ Pass tolls: Provide a copy of the EZ Pass account statement with the relevant tolls circled
- When claiming miscellaneous expenses without a detailed receipt, a full explanation is required

For more information on the travel policy, please refer to GSA'S Per Diem webpage (www.gsa.gov/perdiem) and the **PA DCED Directive 2011-1 Federal Travel and Subsistence Allowance**, dated August 30, 2011.

Receiving Reimbursement

- Only CE events that have been approved via the **CE Approval Request Forms** will be reimbursed.
- Use of personal or Agency funds to pay such expenses as conference registration fees and airline tickets will not be reimbursed until after the completion of the travel, with the exception of the HPC National Conference registration fee, which may be reimbursed separately (earlier) from the travel expenses.
- For each continuing education event, submit all expenses (i.e. course fees, conference fees, exam fees, travel expenses) in one reimbursement request, using the **PA WAP Continuing Education Expense Form**. The only exception is the HPC National Conference registration fee, which may be reimbursed separately (earlier) from the travel expenses.
- Reimbursement checks will either be made out to Agencies or to the individual that paid for the educational opportunity; however, all expenses related to the educational opportunity must be reimbursed to the same entity. For example, reimbursement for the HPC Conference fees and travel expenses must be reimbursed to one entity – payment cannot be split between an Agency and an individual.
- Timeframe: Reimbursement requests should be submitted within 10 business days of end of training.
- **Year-end Deadline:** All end-of-the-fiscal-year travel reimbursement requests must be received at NSSC no later than July 5, 2019, due to end of the year budget close-out. Reimbursement requests received after this date cannot be processed.
- Submit your reimbursement request via email (preferred) to nssc@pct.edu or snail mail to:
NSSC Continuing Education Reimbursement
Pennsylvania College of Technology, DIF 153
One College Ave.
Williamsport, PA 17701