Overview

NSSC will reimburse PA WAP workers (agency staff and subcontractors) for travel expenses to attend NSSC in-person Home Energy Professional (HEP) courses and other approved PA WAP meetings (such as statewide and regional meetings that do not fall under the Continuing Education guidelines) during the July 1, 2020 – June 30, 2021 timeframe.

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](https://www.irs.gov/tax-professionals/standard-mileage-rates) (updated annually January 1st).
- Mileage reimbursement requests must be calculated using the mapping feature in Chrome River. Mileage will only be reimbursed for the main roundtrip. (For example, local mileage to/from hotel to the training site are not reimbursable.)

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](http://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.
  All receipts must include the following:
  o Name of vendor
  o Name of PA WAP student
  o Date of service
  o Amount paid
    ▪ Credit card slips and statements are not acceptable in lieu of detailed receipts
- 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:
  o 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
  o Detailed receipts from lodging are required
  o Upgraded accommodations at an additional cost are not allowed
- Hotel Taxes:
  o 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)

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: Attach 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](http://www.gsa.gov/perdiem)) and the **PA DCED Directive 2011-1 Federal Travel and Subsistence Allowance**, dated August 30, 2011.

Receiving Reimbursement

- All travel expense reimbursement requests must be submitted via Chrome River. Paper forms are no longer accepted as of 4/28/2020.
- Reimbursement checks will only be made out to the individual that traveled.
- Timeframe: Reimbursement requests should be submitted within 10 business days of end of training.
- **Year-end Deadline:** All end-of-the-fiscal-year reimbursement requests must be received at NSSC no later than **July 6, 2021**, due to end of the year budget close-out. **Reimbursement requests received after this date cannot be processed.**

Chrome River

Chrome River log-in site: [https://app.ca1.chromeriver.com/login](https://app.ca1.chromeriver.com/login)

If you have not received a welcome email from Chrome River with your log-in information, please check your email spam folder, and then contact your agency Director/Coordinator to make sure you are listed on their annual Training Plan.

**Chrome River accounts can only be created for individuals listed on a PA WAP Agency’s Training Plan and you must provide a valid email address that is not shared with others in the PA WAP.**

For other travel reimbursement questions and Chrome River support, please contact NSSC at nssc@pct.edu.