PA WAP TRAINING TRAVEL REIMBURSEMENT GUIDELINES
July 1, 2018 – June 30, 2019

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.)

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)
Miscellaneous

- Miscellaneous expenses are excluded from the per diem allowance. Examples of miscellaneous expenses include:
  - Hotel taxes
  - Parking fees
  - 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

Receiving Reimbursement

- All receipts must include the following:
  - Name and address of vendor
  - Date of Service
  - Description of Service
  - Amount paid for each item
    - Credit card slips and statements are not acceptable in lieu of receipts
- Reimbursement checks will be made out to the individuals that travel (i.e. checks will not be paid to WAP Agencies).
- Reimbursement requests should be submitted within 10 business days of end of travel via email (preferred) to nssc@pct.edu or snail mail to:
  NSSC Travel Reimbursement
  Pennsylvania College of Technology, DIF 153
  One College Ave.
  Williamsport, PA 17701
- **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.

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.