Travel Reimbursement Overview

- Penn College (on behalf of DCED) will reimburse student expenses incurred while traveling to/from weatherization training courses
  - Includes Agency employees and subcontractors
Key Points

• Eligibility
  – Reimbursement for meals will only be provided if the travel time is more than 12 hours
• Reimbursement checks will be paid to individuals (not WAP Agencies)

Key Points

• Reimbursement will follow federal GSA guidelines and per diem rates ([https://www.gsa.gov/perdiem](https://www.gsa.gov/perdiem))
  – Based on location
  – Rates are updated annually on Oct. 1st
• Expenses are reimbursed at actual cost
  – Detailed receipts are required for all expenses
Mileage Reimbursement

- Students should use their Agency’s vehicle to travel, except under extenuating circumstances
  - Personal or non-Government owned vehicle: use current IRS business rate, updated annually January 1st
  - Government owned vehicle: No reimbursement
- Mileage reimbursement requests must include a MapQuest printout of route to/from the training site
  - Travel expenses and mileage outside of the main roundtrip are non-reimbursable

Requesting Reimbursement

- If you carpooled in a personal vehicle, please note it in the Comments section so mileage is only counted once.
- Submit to NSSC within 10 business days of the last day of travel (email or snail mail)
- Year-end Deadline: All reimbursement requests must be received at NSSC no later than July 5, 2019.
Requesting Reimbursement

• Checklist of documents to submit:
  - Training Travel Expense Form
  - MapQuest directions printout of original departure location to the training site
  - Detailed hotel bill showing a zero balance
  - Detailed receipts for all meals, parking fees, tolls, or other misc. expenses
  - Declaration of Missing Receipt Form for expenses without a detailed receipt

Requesting Reimbursement

• Travel reimbursement info and forms are posted on NSSC’s webpage for easy access:

  [Link to NSSC’s webpage](https://business.pct.edu/nssc/wtc.htm)
Questions?

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