

How to Get Reimbursed: PA WAP Hands-on Training Travel Expenses

Overview

Pennsylvania College of Technology will reimburse Weatherization Assistance Program workers (agency staff and subcontractors) for travel expenses to attend any **required hands-on training and Home Energy Professional certification exams conducted at Pennsylvania College of Technology lab sites** as well as PA WAP-sponsored in-person statewide and regional meetings.

Examples Hands-on Training

- Home Energy Professional training program courses, such as (but not limited to):
 - Weatherization Tactics
 - Blower Door and Pressure Diagnostics
 - Residential Heating Systems – Levels II and III
 - Home Energy Auditor Field Capstone
- EPA RRP Lead (Initial and Refresher)
- Certification exams for HEP Energy Auditor and Quality Control Inspector

What is reimbursable?

Reimbursable expenses include meals, lodging, turnpike tolls, and business mileage to/from required training.

Agency staff and subcontractor wages during HEP courses are reimbursable, but are handled through a separate process. See ***How to Get Reimbursed: Wages during PA WAP Training***.

Travel Expense Reimbursement

Only amounts actually spent may be claimed. **Detailed (itemized) receipts showing full payment are required for all travel expenditures.** Credit card slips and statements are not acceptable in lieu of detailed receipts. All receipts must include the name of the vendor, date of service, and amount paid.

When it is impossible to secure a detailed receipt, use a *Declaration of Missing Receipt Form*.

Mileage

- Use an Agency vehicle to travel unless there are extenuating circumstances. No mileage reimbursement will be provided for Agency vehicles (it is covered under an Agency's Program funding).

- If a personal or private business 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).
- Use the mapping feature in Concur to calculate mileage reimbursement. Mileage will only be reimbursed for the main roundtrip. (Local mileage to/from hotel to the training site is not reimbursable.)

Other Eligible Vehicle-related Expenses

- Parking fees
- Highway tolls (EZ Pass: Attach an EZ Pass account statement with relevant tolls circled)

Travel Allowance / Per Diem (for lodging, meals, and/or incidental expenses)

Eligibility: Per diem reimbursement will only be provided if your trip length is *12 or more hours* (starting from when you depart your home/office and ending when you return to your home/office).

Reimbursement will follow [GSA Per Diem rates](#) for the training location (*updated each October 1st*). Per diem allowances are not flat rates -- Only amounts actually spent may be claimed.

Lodging

- Follow the GSA max allowable per diem, excluding taxes
 - If you cannot find reasonable lodging within the GSA rate, you must provide documentation of three (3) comparable quotes to show you chose the most reasonable option available
- Additional costs for upgraded room accommodations are non-reimbursable.
- Hotel Taxes: These taxes fall outside of the per diem lodging rate. When submitting expense reports, you must itemize hotel taxes in the Concur software.

Meals and Incidentals

- Follow the GSA max allowable per diem
- The first and last calendar day of travel is calculated at 75% the per diem rate
- **Reimbursement for alcoholic beverages is prohibited** – cross these out on the receipt and deduct from the meal total
- Meal tips are limited to 20% of eligible meal total
- Incidental expenses include baggage handling (limited to reimbursement of \$1.50/bag) and hotel cleaning service gratuities (limited to \$5/day)

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

Pre-approval requests are not required for Pennsylvania College of Technology hands-on training travel reimbursement.

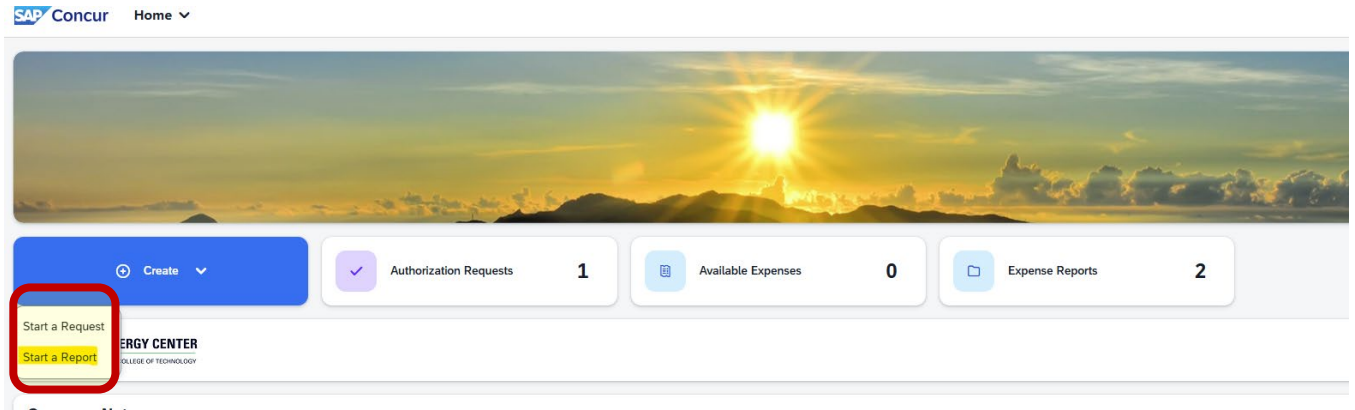
Reimbursement checks will be made out to the individual that traveled (or the individual that submitted the expense report, if that individual verifies they were responsible for all travel expenses submitted).

Expense reports must be submitted within 10 business days after the training.

Year-end Deadline: All end-of-the-fiscal-year expense reports must be submitted by **June 30**.
Reimbursement requests received after this date cannot be processed.

Using Concur software to submit Expense Reports

All Expense Reports must be submitted via **Concur**. After logging into Concur, click the **Create** dropdown menu and choose Start a Report.



In the **Report Name**, type the name of the course.

For **Trip Purpose**, choose **Clean Energy Center Hands-on Training**.

In the Enter Payment Name and Address box, type in the postal mailing address for the payment check.

If you have **meal, hotel, or other incidental expenses**: select **“Yes, I require Travel Allowance”**

Create New Report

* Required field

Create From an Approved Request

Report Name * Re

Report Total *

Enter Payment Name and Address: * ?

Trip Purpose *
 Q

- BPI Total Building Performance Certificate
- Clean Energy Center Hands-on Training**
- Continuing Education
- OSHA

Travel Allowance

Select if you have travel and require lodging, meals, or incident allowances.

- Yes, I require Travel Allowance
- No, I do not require Travel Allowance

If you selected “Yes, I require Travel Allowance”, **build your itinerary** info (where/when you departed and arrived for each part of your travel). You will build at least two itinerary stops to reflect a round trip.

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Add all of your expenses: For each expense you have, click **Add Expense**, select the appropriate item, complete required fields, and attach the detailed receipt or completed *Declaration of Missing Receipt Form*.

Logging into Concur

Concur log-in site: <https://www.concursolutions.com>

Chrome or Safari are the preferred internet browsers.

Username: provided in your Concur welcome email (all usernames will end in **@pawap.edu**)

Password: provided in your Concur welcome email

If you ever forget your username, click “Forgot username?” and enter your email from your Agency’s Training Plan. Concur will send you an email with your Username. If you ever forget your password, click “Forgot password?” and enter in your Username. Concur will send an email to you (your email address on your Agency’s Training Plan) with a link to reset your password.

Concur accounts are created for individuals listed on a PA WAP Agency’s Training Plan.

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

For other questions related to training expense/travel reimbursement or general Concur troubleshooting support, contact Pennsylvania College of Technology at wdbuildingperformance@pct.edu or visit our [PA Weatherization webpage](#).