

PA WAP Hands-on Training (Clean Energy Center site)

Travel Reimbursement Guidelines

July 1, 2022 – June 30, 2023

Overview

The Clean Energy Center at Pennsylvania College of Technology will reimburse PA WAP workers (agency staff and subcontractors) for travel expenses to attend any required hands-on training conducted at Clean Energy Center lab sites in Williamsport and Latrobe, PA and PA WAP-sponsored statewide and regional meetings during the July 1, 2022 – June 30, 2023 timeframe.

Mileage

- Use a WAP agency 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).
- 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.)

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 each October 1st):

- 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: 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**

- Incidental expenses include:
 - 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: Attach an EZ Pass account statement with 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.

Wages

- **Agency staff and subcontractor wage reimbursements are not submitted through Concur.** Wage reimbursements requests are handled separately by PA DCED. Contact RA-wxmail@pa.gov for guidance.

Receiving Reimbursement

- All Expense Reports must be submitted via Concur.
- Reimbursement checks will only be made out to the individual that traveled.
- Timeframe: Expense reports must be submitted within 10 business days after the training/meeting.
- **Year-end Deadline:** All end-of-the-fiscal-year expense reports must be submitted by **June 30, 2023.** **Reimbursement requests received after this date cannot be processed.**

Concur

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

Chrome or Safari are preferred browsers.

Username: provided in your Concur welcome email

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 automatically 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 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 the Clean Energy Center at cleanenergy@pct.edu or visit our [PA Weatherization webpage](#).