

# PA WAP HOME ENERGY PROFESSIONAL COURSE TRAVEL REIMBURSEMENT GUIDELINES

## July 1, 2020 – June 30, 2021

### 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> (updated annually January 1<sup>st</sup>).
- 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 1<sup>st</sup>): [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:
    - Name of vendor
    - Name of PA WAP student
    - Date of service
    - 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:
  - 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)

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### 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>

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](mailto:nssc@pct.edu).