


# PA WAP Home Energy Professional Course Travel Reimbursement Guidelines

## July 1, 2021 – June 30, 2022



### 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 in-person Home Energy Professional (HEP) courses and PA WAP-sponsored statewide and regional meetings during the July 1, 2021 – June 30, 2022 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. (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 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.**
- 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](http://www.gsa.gov/perdiem)) and the **PA DCED Directive 2011-1 Federal Travel and Subsistence Allowance**, dated August 30, 2011.

### Receiving Reimbursement

- All Expense Reports must be submitted via Chrome River.
- Reimbursement checks will only be made out to the individual that traveled.
- Timeframe: Expense reports should 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 **July 8, 2022**.  
**Reimbursement requests received after this date cannot be processed.**

### Chrome River

Chrome River log-in site: <https://app.ca1.chromeriver.com/login>

Chrome or Safari are preferred browsers.

**User ID:** your email address

**Password:** (provided in your Welcome to Chrome River email)

**Company ID:** pct.edu

If you ever forget your password, enter your User ID and the Company ID, then click **FORGOT?** in the password field. It will prompt you to enter your email address again, and will send you a link to reset your password.

**Chrome River accounts are automatically created for individuals listed on a PA WAP agency's Training Plan.**

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.

For other questions related to training expense/travel reimbursement or general Chrome River troubleshooting support, contact the Clean Energy Center at [cleanenergy@pct.edu](mailto:cleanenergy@pct.edu) or visit our [PA Weatherization webpage](#).