

## **Guidance for PaRC Reimbursements (March 2019)**

### **Reimbursements:**

Forms must be filled out and signed by member. (Not staff)

If information is missing staff will return the form for completion by member.

### **Meals**

- All receipts must be itemized (food/drink listed) and legible or it will not be reimbursed.
- If a receipt is not itemized and not legible (can't be read) member must fill out the declaration of missing receipt form. (BCPO-3302)
- If a receipt is lost member must fill out the declaration of missing receipt form. (BCPO-3302)
- In Harrisburg max per diems with itemized legible receipts are breakfast \$14.00, lunch \$16.00, dinner \$26.00 for members who are staying overnight.
- Members not staying overnight and over 50 miles away may be reimbursed for a meal up to \$8 (lunch). Members not staying overnight and live less than 50 miles will not be reimbursed for a meal (lunch).
- If a member who is staying overnight bills any meals to their room, member must indicate the amount on the reimbursement form and that it was billed to their room, along with an itemized legible receipt.
- Tips are included in the per diem and cannot be reimbursed for more than 20% of the meal.

### **Mileage**

.58 per mile

### **Other travel methods**

Bus, train or airplane – member must have itemized and legible receipt.

### **Tolls**

Members must have itemized and legible receipt.

### **Hotel Room:**

- If for any reason you need to cancel, please call the Hilton at 717-233-6000. The Hilton needs 48-hour notice.

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- If you are checking in late it is your responsibility to let the hotel know that day .
- If you don't show up your room will be cancelled for one night or if you have the room for two nights both will be cancelled by the Hotel.
- To cancel or make changes call the Hilton at 717-233-6000.
- Members will be responsible for room costs if they have not informed the Hotel of the change.
- When checking out ask for your receipt folio which will list any charges to your room. This must be submitted with your reimbursement paperwork.

If anything changes with your reservation, let Jill Kovalcik Weaver know the changes.

### **Attendant/Reader/Driver Timesheets**

Forms must be filled out by member. Form must be signed by member and attendant/reader/driver.

### **Reference**

Travel Procedure Management Directive link,

[https://www.oa.pa.gov/Policies/md/Documents/230\\_10.pdf](https://www.oa.pa.gov/Policies/md/Documents/230_10.pdf)

**Reimbursements must be completed and turned into the office within two weeks of the meeting.**