

REQUIREMENTS FOR
**Travel Expense Reimbursement Requests for Full Council Meetings
or Approved Conferences – (Revised October 2018)**

ONLY Pennsylvania Rehabilitation Council members may be reimbursed for their expenses. The Support Project is required, by its contract with OVR, to follow Commonwealth guidelines and Labor and Industry procedures for travel expense reimbursements.

Travel:

Presently, the Commonwealth of Pennsylvania mileage reimbursement rate is **\$.545 cents per mile**. Airfare, rail, bus and other public transportation are reimbursable to members at cost. Except for mileage, receipts must accompany reimbursement requests.

Meals:

Presently, the Commonwealth of Pennsylvania meal per diem rates are **\$14.00 for breakfast, \$16.00 for lunch and \$26.00 for dinner, for a total of \$56.00 per day in Harrisburg**. Tips are included in the per diem and cannot be reimbursed for more than 20% of the meal. **You can only claim actual meal costs. Receipts must accompany reimbursement requests** and reimbursement is limited to the particular meal per diem in question. Per Diem rates for areas across the United States differ and are published by the Commonwealth, which are on file in the Council's office.

Overnight and Parking Accommodations:

Members' overnight accommodations will be billed directly to UCP Central PA. Additionally, meetings that are held outside of Harrisburg, support staff will have arranged with other hotel locations for direct billing. Parking expenses are included in overnight accommodations and therefore reimbursable. Participants of regular Council meetings, who do not stay overnight, can obtain parking from the hotel. Room service charges are reimbursable within the subsistence guidelines (as stated above).

Incidental charges, such as telephone charges, movie rental charges, etc. are the responsibility of individual members. The hotel should bill you at checkout for incidentals; otherwise, you will receive a bill in the mail. Overnight accommodations provided by another hotel are reimbursable within the previously stated guideline, receipts must accompany reimbursement requests.

Advances:

Requests for advances should be rare and limited to times in which costs to attend a Full Council meeting would create a hardship to the member. **Only** mileage and tolls will be advanced. Members should discuss advances with the Project Director. All requests for advances should be submitted to the office in writing and include the specific costs for mileage and tolls that need to be covered by the advance. Executive Committee must approve advances over \$250.00.

Written Reports:

A written report to the Council is required for any conference that a member attends and are seeking reimbursement of their costs. If staff is in attendance at the conference, members are not required to give a written report. The written report should accompany the reimbursement forms. Handwritten notes are acceptable or members can request a report form from the office for this purpose.

Miscellaneous Expenses:

Miscellaneous expenses such as attendant/driver/reader services and tolls are reimbursable at costs or as follows:

- Attendant services are reimbursable at cost or at a maximum of \$10.35/hour up to 14 hours in a 24-hour period.
- Driver and reader services are reimbursed for actual reading and driving times **only**, at \$10.35/hour.

If the attendant/reader hours are to be reimbursed for actual meeting hours, the attendant/reader must be in the meeting room and available to assist the member. **All receipts** must accompany the signed Travel Expense Reimbursement Form in order for the request to be processed for payment. This includes copies of signed timesheets for the attendant/driver/reader.

IMPORTANT:

Reimbursements must be completed and turned into the office within two weeks of the meeting/conference. All reimbursements must be submitted to the office by September 1st for the prior fiscal year or they cannot be processed. Please contact the office with any questions.

Thank you.