

## Guidance for PaRC Reimbursements

*Updated January 2023*

### REIMBURSEMENTS

Forms must be filled out and signed by PaRC members.

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 may not be reimbursed
- If a receipt is not itemized, not legible (cannot be read), or lost member must fill out the Declaration of Missing Receipt Form (BCPO-3302)
- Per Diem rates in Harrisburg: Breakfast \$14.00, Lunch \$16.00, and Dinner \$29.00 for members who are staying overnight. Staff will provide travel info, including per diem rates, to members who may travel to different areas. Per Diem rates vary by location. Staff will provide updated rates for the location you are travelling to.
- Per Diem rates on the first and last day of travel are calculated at 75%: Breakfast \$10.50, Lunch \$12, and Dinner \$21.75
- Members not staying overnight and travel 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 charges a meal to their room, member must indicate the amount on the travel reimbursement form under MEALS "Charged" to Hotel Room and attach an itemized legible receipt.
- If a meal charged to a hotel room exceeds the per diem rate, staff will adjust accordingly, and deduct the amount over from the member's total reimbursement. If the overage is more than the total reimbursement, the member is considered in the negative and will not be able to travel again until that amount is paid back.
- Tips cannot be reimbursed for more than 20% of the meal. The per diem allowance includes both the cost of a meal and the tip. Please note: Alcoholic beverages are not reimbursable therefore, should be charged and paid for separately if feasible.

### MILEAGE

- .655 per mile

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### OTHER MEANS OF TRAVEL

- Bus, Train, Airplane, Uber, Cab, etc. – 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 hotel prior to your arrival date to avoid a penalty (cancellation policies vary and it is the responsibility of the member to adhere to the deadlines accordingly)
- If you are checking in late, it is your responsibility to inform the hotel of your arrival time, otherwise, your room may be cancelled by the hotel
- If you are a “no show” your room will be cancelled for one night or if you have the room for two nights both will be cancelled by the Hotel
- Members will be responsible for all penalties and associated costs if they do not inform the Hotel of changes to their reservation
- Upon checking out, please obtain your receipt folio which should list all charges to your room
- Room folios and itemized receipts must be submitted with your reimbursement paperwork
- Please inform PaRC staff if anything changes with your reservation

**\*If a member does not attend as scheduled and does not have a valid reason for the absence, the member will be asked to reimburse the PaRC for the apportioned costs including registration fees, hotel fees, accommodations associated with the event and any other fees the PaRC paid in advance.**

### ATTENDANT/READER/DRIVER TIMESHEETS

- Forms must be filled out by member and signed by both the member and Attendant/Reader/Driver

**REIMBURSEMENT MUST BE COMPLETED AND TURNED INTO THE OFFICE WITHIN  
30 DAYS OF THE MEETING**