**Pennsylvania Council on Aging (PCoA) Member Travel Guidelines**

The guidelines listed below are for PCoA members who would like to request reimbursement for travel expenses incurred while attending council meetings.

**Personnel Number (for new members only)**

A personnel number must be assigned to PCoA members requesting reimbursement.

***Note:*** *If you have previously received reimbursement as a member of a different council through the Pennsylvania Department of Aging (PDA) or with another state agency, you may already have a personnel number assigned. If so, please provide this number to PDA Executive Secretary Sasha Santana. Ms. Santana can be reached at ssantana@pa.gov or 717-787-3368.*

If you do not have a personnel number already assigned, please contact Ms. Santana and provide the following information:

1. Full Name
2. Address
3. Phone Number (include area code)
4. Email Address
5. Social Security Number
6. Date of Birth
7. If you wish to use direct deposit, please provide the following information:
8. Bank Name
9. Routing Number
10. Account Number
11. The account in which you want the reimbursement deposited (i.e., savings or checking)

***Note:*** *If you do not wish to use direct deposit, the Treasury will send a check to the mailing address you provided with your contact information.*

**Ground Travel**

Before traveling to a meeting, you must determine the most cost effective option between using a rental vehicle and your own personal vehicle by completing the [Ground Travel Worksheet](http://www.dgs.pa.gov/State%20Government/Vehicle-Management/Ground-Travel-Worksheet/Pages/default.aspx).

1. The above link takes you to the Department of General Services (DGS) website. Once on the website, click the link entitled “Ground Travel Worksheet,” which is highlighted in blue on the left side of the screen.
2. Click on the box at the bottom of the screen entitled “Save” and then click on the box entitled “Open.” General information regarding the Ground Travel Worksheet should appear on the screen. To activate the document, you will need to click the yellow box at the top of the screen entitled “Enable Editing.”
3. Click on the second tab, entitled “Ground Travel Worksheet, at the bottom of the screen to access the actual worksheet.
4. Insert your total round trip mileage in the first box.
5. Select the total number of 24 hour periods in the second box (up to 24 hours, the quantity is 1 and between 24 and 48 hours, the quantity is 2) and click “Enter.” The worksheet will then calculate the most cost effective method of travel and place them in order of least to greatest.

***Note:*** *If Agency Pool Vehicle is listed as the least expensive option, council members must disregard that as a choice and choose the 2nd Option (either Enterprise Rent-A-Car or Personal Auto) as the most cost effective method since Agency Pool Vehicles are only available for use by commonwealth employees.*

1. If it is determined by the Ground Travel Worksheet that an Enterprise rental vehicle is the most cost-effective option, then contact Sasha Santana at [ssantana@pa.gov](mailto:ssantana@pa.gov) or fill out the following [form.](https://form.jotform.com/92463233847159)
2. If an Enterprise rental vehicle is the most cost-effective method of travel but you wish to take your own personal vehicle, you may do so. However, please note that you will be reimbursed at the “Personal Auto – Other Vehicle Available” GSA rate (currently .20/mile). The “Personal Auto – Standard” GSA rate (currently .58/mile) is only available if it is determined by the Ground Travel Worksheet as the most cost effective option.

***Note:*** *A copy of the Ground Travel Worksheet must be submitted with your Travel Expense form for justification to receive the higher “Personal Auto – Standard” GSA rate. PDA will require a final copy of the Enterprise rental receipt for processing.*

**Hotel Accommodations**

All hotel accommodations for PCoA members must be made through Ms. Santana at

(ssantana@pa.gov or 717-787-3368) as follows:

1. PCoA members MUST contact Ms. Santana at least five business days prior to the meeting to reserve a hotel room. If you can provide Ms. Santana more advanced notice, please do so as hotels fill up quickly and another hotel may be required to accommodate your request. If notification is provided to her less than three business days prior to the meeting, per commonwealth travel policy, the Pennsylvania Department of Aging lodging card cannot be used to book and pay for your hotel room. As a result, you may be required to book your own hotel room and use your personal credit card.
2. When checking in at the hotel, you will need to provide the front desk with a **REV-1220 Form** in order for the hotel to remove the local hotel occupancy tax from the bill.
3. Upon checking out of the hotel, please obtain an itemized bill for your stay which indicates that the occupancy tax has been removed and provide this to Ms. Santana along with the rest of your receipts when submitting for reimbursement. Please note that the hotel invoice must show a zero balance. Please bring this hotel receipt to the meeting.

***Note:*** *Per commonwealth travel policy, members must utilize self-parking in order to receive full reimbursement of parking fees incurred during a reserved hotel stay. Exceptions to this policy include circumstances where self-parking is not available. Please contact Ms. Santana if you have any questions or need further clarification.*

**Subsistence**

1. Meals will only be reimbursed when your business trip includes an overnight stay (referred to as overnight travel status).
2. When traveling in overnight status, you are eligible to be reimbursed (actual expenses) for meals including tax and tips, up to the maximum subsistence allowance within the designated travel area for each 24-hour period (Harrisburg is currently: $61.00/24 hrs. - *Breakfast* - $14.00, *Lunch* - $16.00, and *Dinner* - $26.00. These rates are subject to change).

***Note:*** *Alcoholic beverages are not reimbursable. In addition, any meals provided by the commonwealth during this 24-hour overnight period must be deducted from your travel expense reimbursement request. All submitted receipts must be itemized.*

**Miscellaneous Reimbursement Expenses**

1. Tips
2. Food – max: 20% food only (cannot tip on alcoholic beverages)
3. Maid Service - max: $3.00/night
4. Baggage Handling – max: $1.50/per bag
5. Valet Service – max: $2.00 per instance

***Note****: Write the tip amount on each receipt.*

1. Receipts
2. Detailed receipts for items/services paid for by members are required in order to receive reimbursement of expenses incurred for travel (i.e., hotel folio/receipt, itemized restaurant receipts, taxi, train, tolls, etc.). Receipts must include the following information:

* *Name/Address of vendor*
* *Date of service*
* *Description of service (restaurant receipts must itemize food purchased--credit card receipts alone are not acceptable)*
* *Amount paid for each individual item*
* *Gas receipts must include how many gallons were purchased and at what price.*

1. Detailed receipts for items/services directly billed and paid for by PDA are also required when submitting your Travel Expense Form (i.e. hotel folio/receipt, vehicle rental, etc.) and should include the same information listed above.

***Note:*** *Travel Expense Reports MUST be submitted within 60 business days of the date of travel. Reimbursements paid more than 60 business days past the last date of travel are generally considered taxable income by the IRS, and may be reported as such. To ensure timely processing, it is recommended that you submit all reimbursement information within one week after the meeting.*

**Questions/Assistance**

Please contact Ms. Santana at ssantana@pa.gov or 717-787-3368 if you have any questions or need assistance regarding your travel and/or reimbursement needs.

**Last Updated:** 9/5/2019