

National PAL Mentoring National Conference Travel Reimbursement Guidelines May 7 - 10

- The \$600 registration fee (\$800 Late Fee after February 28th) for the NPAL Mentoring National Conference **is not** reimbursable through the grant, and therefore **should not** be submitted for reimbursement.
- Travel costs should be included as part of your regular reimbursement through the online reporting site.
- Travel costs should be included for the month in which they were incurred, but they should not be submitted before the event has taken place (Example: Flights purchased in March or April cannot be reimbursed until after they have been used for the National Conference in May).
- We encourage you to use the Travel Reimbursement Worksheet/Summary to help improve the reimbursement process.

Flights:

- Regular Economy fare is reimbursable for each participant
 - ALLOWABLE
 - Luggage fees (if a receipt is provided)
 - NOT ALLOWABLE
 - Upgrades, costs for seat selection, onboard wi-fi, onboard purchases
 - PROPER DOCUMENTATION
 - Print out of online flight receipt that includes the itinerary, and shows the flight cost, names of all passengers, and proof of payment
 - Receipts for baggage fees (not to exceed one standard bag per passenger)
 - NOTES
 - NPAL staff will check the conference attendance list to ensure that participants traveled on the purchased flight
 - Flights purchased for the conference but not used due to change of plans cannot be reimbursed under the grant
 - If flying above base fare, cost comparison will need to be provided with flight tickets for reimbursement
 - All flights should be into San Diego International Airport (SAN)

Local Transportation (home to airport/airport to home):

- **Personal vehicle:** Mileage can be reimbursed for the drive from your home to the airport
 - ALLOWABLE
 - Mileage driving to pick up staff on the way to airport
 - Mileage from home to airport
 - PROPER DOCUMENTATION

- PDF of Google Map, Mapquest or other online mapping service showing the origination location and destination location that reflects mileage total
 - HOW TO CALCULATE
 - Calculate the total mileage reimbursement by taking the total mileage round trip and multiplying by \$0.67. Showing your calculation will speed up the approval process.
- **Company vehicle:** If the vehicle used is owned by the organization, the organization can be reimbursed for gas to pick up staff and take to the airport. Use the same process as above.
 - **Note:** In addition to a mileage log (or Google Map/Mapquest showing the mileage traveled), gas receipts are required when being reimbursed for travel by organization vehicle. The amount requested for reimbursement needs to reasonably reflect the amount of gas used for mileage incurred.
 - NOT ALLOWABLE
 - If the vehicle is paid for by the city or other public entity, you cannot submit for reimbursement for mileage under the grant.

Airport Parking

- Parking at the airport is reimbursable.
 - ALLOWABLE
 - On or off-site airport parking
 - PROPER DOCUMENTATION
 - You must submit a receipt that includes the cost of the parking. A parking ticket without the amount printed on it is not acceptable.

Conference Transportation (Airport to Hotel/Hotel to Airport)

- Transportation between the airport and Wyndham San Diego Bayside
 - ALLOWABLE
 - Utilize complimentary shuttle between San Diego Airport and Wyndham San Diego Bayside if possible. **Note: This is the preferred method of transit for all conference attendees.**
 - Taxi, Uber/Lyft from San Diego International Airport to Wyndham San Diego Bayside.
 - NOT ALLOWABLE
 - Tips or gratuity for Taxi, Uber, Lyft
 - PROPER DOCUMENTATION
 - Taxi, Uber/Lyft, or shuttle receipt
 - **Note:** Receipts must include the start and end destination, date of the ride, and proof of payment

Rental Car

- From home location to conference
 - ALLOWABLE

- If a rental car was used to transport participants from the home location to the conference, this can be reimbursed up to the total equivalent cost of flights for those in the rental car. (i.e. If flights from your location to San Diego International Airport round trip cost \$300 each and there are two people attending, maximum reimbursement = \$600).
- Costs that can be claimed towards the total to be reimbursed are rental car costs (minimum vehicle category for the number of passengers), gasoline, and tolls.
- Parking at the Wyndham San Diego Bayside
- NOT ALLOWABLE
 - GPS Navigation Tool
 - Vehicle upgrades
 - Other add-ons/additional features
 - Vehicle Insurance fees
- PROPER DOCUMENTATION
 - You must include itemized receipts of all costs being reimbursed
 - You must include a PDF of a quoted cost for a flight to San Diego International Airport and how many passengers were in the vehicle. Showing your calculation of total cost can help speed up the approval process.
 - Gas receipts must be included in order to be reimbursed for gas.
 - A Google Maps or Mapquest print out is required showing miles traveled.
- HOW TO NOTE IN REIMBURSEMENT
 - Only include the amount to be reimbursed in the reimbursement request.

Food/Per Diem

- Only per diem can be reimbursed, no actual food costs or restaurant receipts can be submitted for reimbursement.
 - HOW TO CALCULATE
 - Per diem is \$74 for full days and \$55.50 for travel days. Total per diem per person will depend on arrival and departure dates (refer to the Reimbursement Worksheet for details).
 - PROPER DOCUMENTATION
 - Per diem does not require documentation.
 - NOTES
 - National PAL will be providing breakfast on several days, two lunches, and one dinner; therefore, these meals must be deducted from the applicable days' Per Diem even if participants chose not to partake in the offered meals. The reimbursement worksheet will provide the allowable per diem accounting for these deductions.

Hotel/Accommodation

- Staying at the Wyndham San Diego Bayside.
 - ALLOWABLE
 - Room Package not to exceed \$194
 - Occupancy Tax
 - Sales Tax
 - Parking
 - NOT ALLOWABLE
 - Room service charges or any additional hotel fees
 - HOW TO CALCULATE
 - Submit for total of hotel costs including Occupancy Tax and Sales Tax
 - PROPER DOCUMENTATION
 - The hotel invoice and proof of payment.