

National PAL Youth Mentoring Summit

Travel Reimbursement Guidelines

- 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 June cannot be reimbursed until after they have been used in July).
- Do not need to be part of a separate reimbursement request.
- We encourage you to use the Travel Reimbursement Worksheet/Summary to help improve the reimbursement process.

Allowable costs, how to submit for reimbursement, and proper documentation

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Flights:

- Regular Coach fair 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 shows flight cost and names of all passengers
 - 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 that were purchased for the conference but not used due to change of plans cannot be reimbursed under the grant

Local Transportation (home to airport/airport home):

- **Personal vehicle:** mileage can be reimbursed for the drive from your home to the airport
 - ALLOWABLE
 - Mileage driving to pick up youth on the way to airport
 - NOT ALLOWABLE
 - Reimbursement for parents or non-staff/chaperones driving youth to the airport
 - PROPER DOCUMENTATION
 - PDF of Google Map, Mapquest or other online mapping service showing the origination location and destination location that shows mileage total
 - HOW TO CALCULATE
 - Calculate the total mileage reimbursement by taking the total mileage roundtrip and multiplying by \$.545. 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 mileage to pick up youth/adults and take to the airport. Use the same process as above.
 - 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 if you have a receipt
 - 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.

Summit Transportation

- Transportation between the airport and Bolger Center
 - ALLOWABLE
 - Cost of taxi, uber, or shuttle from airport to Bolger Center and back
 - NOT ALLOWABLE
 - Taxi, uber or shuttle transportation anywhere except between the airport and Bolger Center
 - PROPER DOCUMENTATION
 - Taxi, uber or shuttle receipt

Rental Car

- From home location to summit
 - ALLOWABLE
 - If a rental car was used to transport participants from the home location to the summit, this can be reimbursed up to the total cost of flights for those in the rental car. (i.e. If flights from your location to Bolger roundtrip cost \$300 each and there are four people attending, maximum reimbursement = \$1,200).
 - Costs that can be claimed towards the total to be reimbursed are rental car costs (minimum category for the number of passengers), gasoline
 - NOT ALLOWABLE
 - GPS Navigation Tool
 - Vehicle upgrades
 - Other add-ons
 - PROPER DOCUMENTATION
 - You must include receipts of all costs being reimbursed
 - You must include a PDF of a typical cost for a flight and how many passengers were in the vehicle. Showing your calculation of total cost can help speed up the approval process.
 - HOW TO NOTE IN REIMBURSEMENT
 - Only include the amount to be reimbursed in the reimbursement request.
- From airport to summit
 - ALLOWABLE
 - If a rental car was used to transport participants from the airport to the Bolger Center, this can be reimbursed if you have documentation to show that this was cheaper than the cost of taxi, uber or shuttle
 - PROPER DOCUMENTATION
 - You must provide written documentation from a taxi company, uber quote or shuttle company to show what the cost would have been between the airport and Bolger Center for your group. If you did not collect this beforehand, you should be able to contact one of the shuttle companies or taxi services to provide this for you.
- DC Tour
 - No costs associated with DC Tour are reimbursable. Transportation costs will be covered by National PAL. Meals/ incidental expenses for this trip are included under per diem expenses.

Food/Per Diem

- Only per diem can be reimbursed, no actual food costs or restaurant receipts can be submitted for reimbursement.
- Arriving Thursday/Leaving Sunday
 - HOW TO CALCULATE
 - Per diem is \$69 for full days and \$51.75 for travel days. Total per diem for each person is \$241.50.

- PROPER DOCUMENTATION
 - Per diem does not require documentation.
- NOTES
 - Each participant will be charged for a “Food Package” by the Bolger Center. Since all food costs are covered under per diem, these costs should be deducted from the Bolger Center receipt. The per diem amount above what was charged should be used to pay back whomever covered the cost of food for participants on the way to Bolger and back.
- Arriving Wednesday/Leaving Sunday (with NPAL permission)
 - If you received permission from NPAL to arrive on Wednesday due to flight time your group is eligible for additional per diem to cover the meals that were purchased during the trip.
 - HOW TO CALCULATE
 - Per diem is \$69 for full days and \$51.75 for travel days. Total per diem for each person is \$310.50.
 - PROPER DOCUMENTATION
 - Per diem does not require documentation.
 - NOTES
 - Each participant will be charged for a “Food Package” by the Bolger Center. Since all food costs are covered under per diem, these costs should be deducted from the Bolger Center receipt. The per diem amount above what was charged should be used to pay back whomever covered the cost of food for participants on the way to Bolger and back.

Hotel/Accommodation

- Staying at Bolger
 - ALLOWABLE
 - Room Package
 - Occupancy Tax
 - Sales Tax
 - 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 (exclude “Food Package”)
 - PROPER DOCUMENTATION
 - Bolger Center invoice is sufficient as documentation.
- Staying at any other hotel
 - ALLOWABLE
 - Room cost & applicable taxes
 - Summit expense or Food Package costs (from Bolger only)
 - NOT ALLOWABLE
 - Room service charges or any additional hotel fees
 - PROPER DOCUMENTATION
 - Detailed (itemized) hotel receipt is required