

## General Information for the Grant Travel Scholarship

In order to receive travel reimbursement for attending one of the grant funded domestic violence/sexual assault courses, please complete the **VAWA Scholarship Travel Expense Reimbursement Form 2023-2024** as well as the **W-2 form** and **590 form** for the individual or agency that will be receiving the reimbursement. Any errors or missing paperwork will result in a delay and may affect eligibility for travel reimbursement. **The information must be completely and accurately filled out by the person requesting reimbursement, include all required receipts and must be done so within 14 days of attending a course.** Requests for travel reimbursement after 14 days are subject to approval by the Director of Training. Once forms are complete, please sign, scan and email forms and receipts to Program Assistant, Alicia Shade, at [ashade@govtraining.com](mailto:ashade@govtraining.com) . Please ensure you get an email response from her ensuring she has received your paperwork.

### **Travel Reimbursement Procedures:**

1. Original receipts must be furnished for airline, hotel, parking and ground transportation (taxi/shuttle/uber/lyft). Use of a government vehicle is not reimbursed. Parking and Hotel receipts must show a zero (\$0.00) balance.
2. **Rental Cars:** No reimbursement for vehicle rental expenses will be permitted unless there is advanced approval from GTA Director of Training or GTA Executive Director. Rental car reimbursement will be at state government rates, which should not exceed \$35/day for a midsize vehicle.
3. **Airline Travel:** If airfare is required, the traveler must book and pay for their own air reservations, which are then reimbursed by GTA. YOU MUST FIND AND BOOK THE LEAST EXPENSIVE FLIGHTS. Upgrades/Early Check In/Business Class will not be reimbursed.
4. **Means of Travel:** You may opt to drive, fly or take the train to training. However, should you choose to drive instead of fly, mileage will be reimbursed up to the least expensive flight costs. GTA reserves the right to compare the costs of driving versus flying and reimburse for the most cost effective.
5. **Mileage:** Mileage is only reimbursable for travel related to the actual training event. If there is a discrepancy, mileage calculations may be determined through an internet based mapping program such as MapQuest or Google Maps from your place of residence to the location of the training.
6. **Meal Per Diem:** Meal reimbursement is calculated based on date and time of travel. Original receipts do NOT need to be given to GTA; however, receipts must be kept on your end in the event of an audit. If you are claiming less than the maximum amount for meals per day, please indicate your actual expenses on the expense sheet. If you are claiming maximum amount, you may leave the boxes blank, but please initial the box indicating so on the form. If you do not initial AND the boxes below are left blank, GTA will assume you are not requesting reimbursement for meals.
7. **Hotel:** Lodging reimbursement will be at state rates based on the area where the class is located. Please see the breakdown for rates below. Lodging reimbursement is eligible if travel is 50 miles or more, one way, to the training facility.
8. **Other:** GTA will not reimburse for any costs not specifically listed above or on the expense claim, unless prior approval has been obtained by GTA Director of Training or Executive Director. Costs such as tips, hotel internet or meal costs exceeding the per diem are examples of non-reimbursable costs.

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### STATE REIMBURSEMENT RATES

MEAL PER DIEM	MILEAGE	LODGING
Breakfast: \$7.00 Lunch: \$11.00 Dinner: \$23.00 <u>Incidental: \$5.00</u> (per 24hr overnight) <b>Maximum Total: \$46.00/day</b>	<b>\$0.655</b> cents per mile for use of private vehicle only. Department vehicles used are not eligible for mileage reimbursement.	<b>\$250 night plus tax:</b> San Francisco
		<b>\$150 night plus tax:</b> City of Santa Monica
		<b>\$140 night plus tax:</b> Alameda, San Mateo & Santa Clara
		<b>\$125 night plus tax:</b> Monterey & San Diego
		<b>\$120 night plus tax:</b> Los Angeles, Orange & Ventura Counties, Edwards AFB
		<b>\$110 night plus tax:</b> Marin County
		<b>\$95 night plus tax:</b> Napa, Riverside, Sacramento Counties
		<b>\$90 night plus tax:</b> All Other Cities/Counties in California not listed above