

Structural Regulatory Training – 2013 Reimbursement Information

Lodging criteria

- Only participants who live and work 50 miles or more from the training location in Dublin are eligible for hotel lodging.
- Reimbursement includes established state government room rate, taxes, and other room fees such as CA recovery fee, etc.
 - Reimbursement does not include charges for in-room services such as phone/internet access, pay TV, bottled water/snacks, etc.
 - All Lodging arrangements for the September 24-26, 2013 Structural Regulatory Training (Training) will be handled, and paid for by DPR. Training participants requiring lodging must indicate on the training registration form.
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Meals criteria

- Reimbursement for meals is based upon both distance, and time the trip begins/ends. Receipts are not required for meals.
- In order to maximize training time, lunch and breakfast will be provided during the 3-day training (lunch: 9/24-26; breakfast: 9/25-26) for all attendees (commuters and lodgers).
 - Dinner: Reimbursement for lodgers only; up to \$20/dinner. No receipt needed.
 - Reimbursement is not allowed for alcohol.
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Trip timing

Commuters: Daily travel to training is considered a single trip (thus a 3- day training represents 3 trips).

Lodgers: This 3-day training is deemed a single trip.

A trip begins at the time participant departs from work site to training location. A trip ends at time participant returns to work site from training location. For participants traveling directly from home to training and vice versa, the trip begins at departure time from home and ends upon return to home.

Required mileage invoice info

Travel to/from training from work site, (or home, if travel is direct) in a county or personal vehicle will be reimbursed at \$0.565 / mile.

Information required for reimbursement:

- License plate number / vehicle
- Names of occupants in vehicle
- Location from which vehicle departed & returned

Mileage reimbursement claim may be included with per diem invoice.

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Tolls	<ul style="list-style-type: none">• Bridge tolls: Actual expense up to \$10 allowed without a receipt• Road tolls: <u>Cannot</u> be reimbursed
Individual claims	<p>Attendees submit their claims for reimbursement directly to their county agricultural commissioner (CAC); in turn the CAC submits one invoice (covering all attendees) to the Department of Pesticide Regulation (DPR) for reimbursement, Attn: Kathleen Boyle, Structural Training Coordinator.</p> <p>County retains original claims with original receipts for possible audit purposes. DPR <u>cannot</u> directly reimburse individual county employees.</p>
Differing rates	<p>Some county reimbursement rates are greater than the state per diem rates. Those counties may choose to reimburse their employees at the county rate; however, DPR can only reimburse counties at the allowed state rates.</p>
Required per diem invoice info	<p>The county invoice for per diem reimbursement must include the following:</p> <ul style="list-style-type: none">• Name, location, and date of training• Names of all employees for whom reimbursement is being sought• Grand total of reimbursement request• Statement: “This claim for reimbursement has been reviewed by (insert County name) pursuant to current policies and procedures. (County name) is requesting reimbursement for expenses incurred for the Structural Regulatory Training held (give location and dates).”• Name, title of <u>authorized</u> person (CAC, Assistant CAC, Chief Deputy, Deputy), and original signature• Date invoice signed
Submission timelines	<p>County reimbursement claims will be paid in the order received. All claims are to be submitted by December 31, 2013. Reimbursement claims submitted after that date risk delay or no reimbursement payment.</p>
State warrants	<p>State warrants will be issued to the County Treasurer/Agricultural Commissioner and sent directly to the County Treasurer. The remittance will include the invoice number or other identifying number.</p>
Invoice submission address	<p>Submit invoices to:</p> <p>California Department of Pesticide Regulation Attn: Kathleen Boyle, Structural Training Coordinator, Enforcement Branch P.O. Box 4015 Sacramento, CA 95812-4015</p>
