

**Farm Show Travel Reimbursement Worksheet Instructions**  
**For PSU Employees and NON-PSU Employees**

To ensure that your travel reimbursement is processed in a timely manner, please follow the instructions below when completing your form. **For best results when filling out this form turn the Auto-complete feature off in Adobe Reader. To do this, from the Edit Menu choose Preferences and select the Forms category. At the bottom in the Auto-Complete section, select OFF from the menu and click OK. (Show Dates Jan. 6-13, 2018)**

**Please check the appropriate box on Travel Worksheet if you are PSU Employee or Non-Employee.**

**Traveler's Name:** Your complete name  
**PSU Employees:** Your PSU ID number     **PSU Employment Status:** Staff Exempt/Non-Exempt/Wage Payroll  
**Email Address:** Your complete Email address  
**Daytime Phone #:** Include area code  
**Mailing Address:** Record your complete address  
**Business Purpose:** Participate in 2018 PA State Farm Show in Harrisburg, PA  
**Committee:** Record the **committee name** you served on.

**Departure – Location:** Record the town/city you depart from  
**Date:** Record the first date of trip  
**Time:** **Must record the time you departed**

**Arrival – Location:** Record the town/city you arrived at  
**Date:** Record appropriate date  
**Time:** **Must record the time you arrived**

Example: (Overnight)

LINE 1---Departure – Location: State College, PA; Date: 1/8/18; Time: 7:00 a.m.  
Arrived – Location: Harrisburg, PA; Date: 1/8/18; Time: 9:00 a.m.  
LINE 2---Departure – Location: Harrisburg, PA; Date: 1/9/18; Time: 7:30 p.m.  
Arrived – Location: State College, PA; Date: 1/9/18; Time: 9:30 p.m.

**Must list each day that you traveled—regardless if you traveled with someone else.**

If you traveled with someone else, please make notation of **“Traveled with (person’s name)”** on page 2 at **“Comments”**.

Example: (One-Day Trips)

Line 1---Departure – Location: Halifax, PA; Date: 1/8/18; Time: 8:00 a.m.  
Arrived—Location: Harrisburg, PA; Date: 1/8/18; Time: 8:30 a.m.  
Line 2---Departure—Location: Harrisburg, PA; Date: 1/8/18; Time: 6:45 p.m.  
Arrived – Location: Halifax, PA; Date: 1/8/18; Time: 7:10 p.m.  
Line 3---Departure – Location: Halifax, PA; Date: 1/9/18; Time: 9:00 a.m.  
Arrived – Location: Harrisburg, PA; Date: 1/9/18; Time: 9:25 a.m.  
Line 4---Departure – Location: Harrisburg, PA; Date: 1/10/18; Time: 5:40 p.m.  
Arrived – Location: Halifax, PA; Date: 1/10/18; Time: 6:07 p.m.

**Expense Type Section (mileage/lodging/parking/etc):** Complete **totals** of all areas significant to your trip on page 1 and attach all required receipts (parking, taxi, bus).

**Mileage:** Record the total mileage from all trips to & from the Farm Show. The rate of reimbursement for **GSA is .545 per mile for 2018**. Travel reimbursement system uses Google Maps to validate mileage. Travel from outside of Pennsylvania is not reimbursable.

**Lodging:** Record the number of nights you lodged at the Sheraton. There should be no lodging receipts – lodging expenses are to be directly billed to purchase order through PSU. **You will not be reimbursed for hotel stays at other properties.**

**Page 2 of ERS Travel Worksheet:**

**Meal Per Diem Expenses: NOTE a New Policy**, all committees with fund 83J10 as representing the Farm Show Grant, must provide all Meal Receipts to the Farm Show Office for their auditors. Please attach a **second copy of your worksheet with receipts attached** and submit it to your Committee Chairperson. Once they approve your forms, this additional copy with this back-up documentation should be sent directly to the Farm Show Office (see address below **(\*)**) and the form without receipts will be forwarded for to Penn State contacts for reimbursements.

**Location:** List Location where you were that day – i.e. Harrisburg

Record the amount you paid for each meal and record the total for the day in “Total Per Diem” column.

Please claim only what you spent! **The total maximum allowed for meals and incidentals as a government rate is \$69/day** (\$64 meals (\$16/\$17/\$31) + \$5 incidentals). Please mark appropriate code in column next to meal amount -- “C” if you paid for the meal by cash/personal funds OR (FOR EMPLOYEES ONLY) “P” if paid by purchasing card. The first and last day of travel will be reimbursed at 75% of the per diem (\$51.75) no matter what time the traveler departs or returns. If a meal is provided on the first or last day of travel, the entire allocated meal cost will be deducted from the 75% Meal & incidental expenses.

**PSU EMPLOYEES ONLY:** Before submitting your worksheet to your Committee Chairperson, make sure you “the traveler”, record your normal Departmental Accountant/ERS Delegate name and mailing address.

**Traveler’s Signature and Date** is required for processing. Once all areas are completed, receipts attached to the second copy and traveler has signed the form **please mail them to your Committee Chairperson for their approval and signature.**

**Committee Chairpersons:**

1. Obtain your committee’s **Sub Object Information & Fund Number** from the Farm Show Database (Login, select “Other Functions” then “All Committees” to view Fund and Sub-Object). **Record information in respective spaces of worksheet. Record your committee name** in appropriate space.
2. **Sign and date your committee members travel worksheet forms**, making sure all information is complete on the worksheet and ensure the **traveler signed the form**.
3. **Distribution of Travel Reimbursement Request Worksheet for PDA Grant (Fund Number 83J10):**
  - a. **For NON-EMPLOYEE forms**, Chairpersons should sign both copies of the forms:
    - i. Mail complete worksheet only to: Farm Show 2018, 318C Tyson Bldg., University Park, PA 16802 for processing. (This includes extension staff fully paid by county funding).
    - ii. Mail their **second copy of the worksheet form with back-up documentation for meals to:** Heidi Svonavec, Farm Show Office, 2300 N. Cameron St. Harrisburg, PA 17110.
  - b. **For PSU EMPLOYEE forms**, Chairpersons should sign both forms:
    - i. University Park Employees, Chairs should submit the individual’s ERS Worksheet ONLY to the ERS delegate they designated on their form for processing.  
  
-For County/Cooperative Extension Employees, forward ERS Worksheet ONLY to the Cooperative Extension Business Office, Attn. Roger Martell, 323 Agricultural Administration Building, University Park, PA 16802.
    - ii. Mail the second copy of the worksheet form with **back-up documentation for meals to Attn: (\*) Heidi Svonavec, Farm Show Office, 2300 N. Cameron St. Harrisburg, PA 17110.**
4. **Update the Committee Chairperson Database** – In Farm Show Database in each committee member record, enter the date you submitted their financial forms. Make sure the member has a current email address as they will receive notification of the status of their reimbursement form.

All Travel Reimbursement Forms must be **submitted no later than March 5, 2018**. If you have not received payment by March 12, 2018, please send an email to [AgProgressDays@psu.edu](mailto:AgProgressDays@psu.edu) or PSU Employee travelers should check with their Departmental Accountant/ERS Delegate to check on the status. Thank you for your cooperation and support of this event.