

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 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.