

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

All Travel Reimbursement Forms must be **submitted no later than March 4, 2024.**

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 you may need to: 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, 2024)

**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 2024 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 in

**Date:** Record appropriate date

**Time:** **Must record the time you arrived**

Example: (Overnight)

LINE 1--- Departure – Location: State College, PA; Date: 1/3/24; Time: 7:00 a.m.

Arrived – Location: Harrisburg, PA; Date: 1/3/24; Time: 9:00 a.m.

LINE 2---Departure – Location: Harrisburg, PA; Date: 1/4/24; Time: 7:30 p.m.

Arrived – Location: State College, PA; Date: 1/4/24; 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: 1/2/24; Time: 8:00 a.m.

Arrived—Location: Harrisburg, PA; Date: 1/2/24; Time: 8:30 a.m.

Line 2---Departure—Location: Harrisburg, PA; Date: 1/2/24; Time: 6:45 p.m.

Arrived – Location: Halifax, PA; Date: 1/2/24; Time: 7:10 p.m.

Line 3---Departure – Location: Halifax, PA; Date: 1/3/24; Time: 9:00 a.m.

Arrived – Location: Harrisburg, PA; Date: 1/3/24; Time: 9:25 a.m.

Line 4---Departure – Location: Harrisburg, PA; Date: 1/3/24; Time: 5:40 p.m.

Arrived – Location: Halifax, PA; Date: 1/3/24; 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 to send to the Farm Show Office, including meal receipts. Make a second copy of your prepared expense form without meal receipts (but include taxi, parking or tolls if they apply) and scan, to email your form to Penn State Offices.

**Mileage:** Record the total mileage from all trips to & from the Farm Show. The revised rate of reimbursement for 2024 **GSA POV rate announced .67 per mile.** Travel reimbursement system uses Google Maps to validate mileage. Travel from outside of Pennsylvania requires prior approval from Farm Show Office.

**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 for PDA Grant Volunteers.**

**Page 2 of Farm Show Travel Worksheet:**

**Meal Per Diem Expenses: NOTE - Policy**, all committees with PDA Grant Funds IO# **500000026622** as representing the Farm Show Grant, must provide itemized 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 for signature. Once they approve your forms, this additional copy with this back-up documentation should be sent directly by the Chairperson to the Farm Show Office (see address below **(\*)**). The **travel form without receipts** should be forwarded for to Penn State contacts for reimbursement processing. **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 \$64/day** (\$59 meals (\$14/\$16/\$29) + \$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 (\$48 estimate), 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 **Departmental Accountant/Travel Delegate name and email/ 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 forms, **please send them to your Committee Chairperson for their approval and signature.**

**Committee Chairpersons:**

1. Obtain your **Committee Name** from the Farm Show Database (Login, select “Other Functions” then “All Committees” to view **Internal Order Number assigned**. Record information in respective spaces on back table of the worksheet. Record your committee name in appropriate space. Note the budget appropriate for your committee on back of form:
  - a. **Farm Show PDA Grant Budget: Internal Order Number: # 500000026622**
  - b. **Other PSU Extension/College groups use Internal Order Number: # 800000031820**
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 SIGNED Farm Show Travel Reimbursement Request Worksheet:**
  - A. **ONE COPY -All PDA Farm Show Committee members with PDA Grant Budget IO # 500000026622**, chairpersons must forward a copy of the worksheet form **with itemized receipts for meals to:**
    - a. **\*Attn: Heidi Svonavec, Farm Show Office, 2300 N. Cameron St. Harrisburg, PA 17110 for their auditors.**
  - B. **SECOND COPY WITHOUT RECEIPTS (except required taxi, parking or tolls) are submitted for reimbursement payments as follows:**
    - a. **For NON-EMPLOYEE forms**, Chairpersons must sign the form and complete budget information.
      - i. Scan and return signed form by email as Travel Worksheet attachment:
        2. Attn. Lisa Harrison, [lph5334@psu.edu](mailto:lph5334@psu.edu) in the PSU Extension Financial Office with **SUBJECT: “Your Committee Name”** Or Mail completed Farm Show Travel Worksheets to: **Farm Show 2024, Penn State Extension 323 Ag Admin. Bldg., University Park, PA 16802** for processing.
    - b. **For PSU EMPLOYEE forms**, Chairpersons must sign form to confirm traveler participation and provide budget designation.
      - i. **University Park Employees**, Chairs should submit the individual’s Farm Show Travel Worksheet ONLY to the designated delegate (processor of Travel on SAP Concur) for the traveler.
      - ii. **Paid Extension Professionals**, forward Farm Show Travel Worksheet ONLY to their delegate designated on their form for processing within their respective Extension Business Operations unit.
4. **Update the Committee Chairperson Database** – In Farm Show Chairperson Database- in each committee member record, enter the date you as Chairperson submitted their financial forms and make sure the member has a current email address. Select status from drop down and send, as they will receive notification of the status of their reimbursement form. If non-employees have not received payment, send an email to Lisa Harrison, [lph5334@psu.edu](mailto:lph5334@psu.edu) to check on status. All PSU Employee travelers should check with their Departmental Accountant/Delegate to check on the status.