

SIDE TWO - SCHOLARSHIP REIMBURSEMENT INSTRUCTIONS

All public agency scholarship recipients must comply with the following instructions.

HOTEL: ATSSA has prearranged your hotel room based on the arrival and departure dates you provided. All scholarship recipients have been assigned rooms at the Embassy Suites by Hilton San Diego Bay Downtown. The room and tax for approved nights will be billed directly to ATSSA. You will be asked to provide a credit card for any incidentals at the hotel. Scholarship recipients that have opted to arrive early or stay additional nights will be responsible for providing payment directly to the hotel upon arrival. Any special accommodations must be made in advance the meeting and approved by ATSSA no later than Jan. 19, 2024.

Expense Reports MUST be returned to ATSSA no later than 30 days from completion of travel. The Maximum reimbursement is \$900. This amount includes your transportation, meals and incidentals. ATSSA follows the 2024 maximum per diem rates as published by the GSA. However, ATSSA will only reimburse for actual meals. All expenses \$10 or above will require a receipt.

If your expense reimbursement is not received within 30 days after the completion of your travel, it is understood that you are waiving all eligible scholarship reimbursement. **Reimbursement requests received after March 15, 2024, will not be eligible for reimbursement.** Reimbursements will be processed within net thirty days.

Please indicate the Payee (line 7) of the reimbursement form: write your name if the check should be made payable to you, or write the name of your agency if the check should be made payable to your employer.

Please submit this report with all receipts by email to agencyscholarships@atssa.com.

Mileage Per Diem/Per Mile (Mileage amount not to exceed cost of coach airfare if driving to convention location. Prior approval required.)	\$ 0.670
Breakfast Per Day (receipt over \$10 is required)	\$17.00
Lunch Per Day (receipt over \$10 is required)	\$18.00
Dinner Per Day (receipt over \$10 is required)	\$34.00
Incidentals Per *	\$5.00
	\$74.00

Maximum reimbursement for first and last day of travel is \$74.00

Should ATSSA provide any meal during the event and you choose to eat elsewhere, those meals will not eligible for reimbursement. Reimbursement rates listed above are based on 2024 GSA per diem rates for San Diego. ATSSA uses the GSA rates to determine the maximum reimbursement, however, you may only apply for reimbursement based on your actual expenses.

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT:

- Car Rental Charges, Insurance and/or related Car Rental Parking (unless prior approval was granted)
- Internet Connection Fees
- More than one Checked Bag on flight to/from San Diego
- Scholarship recipients will not be reimbursed for meals already included in the conference registration fee as follows:

Continental Breakfast: Saturday, Feb. 3 thru Tuesday, Feb. 6, 2024

Lunch: Saturday, Feb. 3 (Committee Members/Friends)

See side one for 2024 Public Agency Scholarship Reimbursement Form