



# *Alabama Network of Children's Advocacy Centers, Inc.*

## **Reimbursement Guidelines**

- Reimbursement is available for Standards Committee site visits, and pre-approved travel for training.
- You may be reimbursed for private car miles, lodging costs, and per diem.
- Your reimbursement is limited to the Federal Guidelines for the location that you visit. Please note that the amounts vary by location even within the state. Please visit [this website](#) to determine your reimbursement limits. To copy and paste the link into your browser, use: <http://www.gsa.gov/portal/category/100120>
- Hotels that exceed the Federal Rate cannot be reimbursed due to Grant requirements, so please verify that your hotel will fall within the guidelines before your stay.

## **Form Instructions**

1. Download the Reimbursement Form to your computer. You may need to “enable editing.”
2. Open the Document in Excel
3. In the top box on the right, enter your name and address. This is where your check will be sent.
4. Complete the next box with date of travel.
5. Next, list your points of travel, and in the “Private Car Miles Column, list the number of miles you traveled. The total number of miles traveled will be calculated for you in the yellow-shaded boxes. There is no need for you to multiply the number of miles claimed by the reimbursement amount. This is automatically calculated as well.
6. In the far right column, you may list your lodging expenses if they do not exceed the Federal Guidelines. You may also list per diem in this column. Do not total anything, as this is all automatically calculated.
7. You may type in your name at the bottom, or you can print the form and sign it.
8. Scan in a copy of all your receipts for which you are requesting reimbursement.
9. Save or scan your Reimbursement Form.
10. Email the documents to [gsouth@alabamacacs.org](mailto:gsouth@alabamacacs.org). You will receive a “Received” reply.

## **When To Expect the Check**

The state office completes billing on the 14<sup>th</sup> of the month, and on the last business day of the month. Checks are printed within 4 days of the billing date, and are mailed the next business day. If you submit your form one day after the billing date, it could take up to 4 weeks before you receive your check. If you have not received your check after 4 weeks, please contact the state office.