

## Per Diem and Reimbursement Guidelines 2017

Members of the Virginia Board of Workforce Development are reimbursed for miles traveled to attend Board and committee meetings as well as meals during overnight trips. All reimbursements must be requested within 30 days of travel.

- Members are reimbursed .535 for each mile they travel by car to and from the meeting.
- Members have the option to be reimbursed for parking fees, tolls, etc.
- Meals are reimbursed at state per diem for overnight travel. Meals are generally reimbursed at the following Virginia Standard Rate:

Breakfast - \$11.00

Lunch - \$12.00

Dinner - \$23.00

Large metro areas may have higher rates. Complete per diem rates can be found using the calculator located here:

<http://perdiemcalc.net/gsa/>.

During the meeting Travel Reimbursement Forms will be available for you to complete. Alternatively, you may mail the form with original signatures to Katherine Coates at:

Virginia Community College System  
300 Arboretum Place, Suite 200  
Richmond, VA 23236

To receive your reimbursement you will need to fill in the highlighted areas of the form and then sign and initial it. Reimbursements are typically processed within 5 - 10 business days after they are received by the Virginia Community College System Office.

A sample form follows this page.

