



## Grassroots 2024 – Attendee reimbursement

### Conference Expenses

SourceAmerica will cover all conference-related travel expenses for a three-person team representing an NPA. The team must include a person with disabilities employed through the SourceAmerica network. **We strongly encourage NPAs to submit for reimbursement on behalf of all attendees from your organization rather than attendees submitting individual requests.** Reimbursement requests with completed travel expense forms should be sent to [AccountsPayable@SourceAmerica.org](mailto:AccountsPayable@SourceAmerica.org).

For food expenses, SourceAmerica will reimburse conference participants using [GSA-mandated per diem rates](#) in lieu of collecting receipts. This allows us to process reimbursements faster and with fewer errors. It also means you don't have to save meal receipts! Per diem will also cover tips and ground transportation to and from meals. You can refer to the [per diem rules](#) for additional information.

Expenses that still require receipts include airfare and baggage, tolls, parking, cab fares, and gratuities and miscellaneous expenses directly related to the function. Hotel rooms will be billed directly to SourceAmerica. Please ensure you keep all detailed receipts as you must submit them with your [travel expense form](#) for reimbursement. A separate expense form should be submitted for each attendee. Please make a copy of all receipts for your records before submitting them for reimbursement. SourceAmerica will not reimburse for personal sightseeing, dry cleaning, souvenirs, entertainment, alcohol, and other expenses not related to the conference.

### Per Diem Rules

Listed are key GSA/SourceAmerica rules (additional guidance can be found on the [GSA website](#)):

1. The first and last days of travel are reimbursed at 75 percent of the full day regardless of travel times.
2. Meals are defined as breakfast, lunch, dinner, drinks and snacks in between meals, and related tips and taxes, as well as transportation between places of lodging or business and places where meals are taken.
3. Incidental Expenses are defined as fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, hotel services, etc. Tips associated with taxis/cabs or shuttles are excluded from the definition of incidental expenses as defined for per diem.
4. When meals are provided by a host or event while on travel, the amount should be deducted from the daily expense request(s). Traveler is responsible for identifying and calculating the deductible rate when completing the expense request.

### Washington D.C. Per Diem Rates: Meals and Incidental Expenses (M&IE)

	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses
First & Last Day of Travel (at 75%)	\$59.25	\$13.50	\$15	\$27	\$3.75
All other days	\$79	\$18	\$20	\$36	\$5

### Example: Per Diem for Grassroots Conference

The per diem chart below represents the total per diem an attendee should request if they traveled to the conference on Monday and traveled home on Thursday. As noted, meals provided by the conference should be subtracted from the daily per diem requests.

	Monday	Tuesday	Wednesday	Thursday	Total
Per Diem Rate	\$59.25	\$79	\$79	\$59.25	
Breakfast		(\$18)	(\$18)	(\$13.50)	
Lunch		(\$20)		(\$15)	
Dinner					
Total reimbursement	\$59.25	\$41	\$61	\$30.75	\$192

## Frequently Asked Questions

**Q: Do I need to submit a separate expense report for each attendee?**

A: Yes. Please complete a separate expense report for each attendee, even if submitting a joint request on behalf of your NPA.

**Q: Do I need to submit food receipts?**

A: You do not need to submit food receipts if you are requesting the per diem rate. Receipts are required for all other reimbursements.

**Q: Do I need to submit taxi, Uber, Lyft, or other ride share receipts?**

A: Travel to and from meals is included in the per diem rate; transportation receipts for that specific purpose should not be submitted. All other transportation receipts, including airfare, travel to/from the airport, conference hotel, and Capitol Hill, are reimbursable and must be submitted.

**\*Additional questions can be sent to [Advocacy@SourceAmerica.org](mailto:Advocacy@SourceAmerica.org).**