RIDER R

COMMONWEALTH TRAVEL RATES

THE FOLLOWING RATES ESTABLISHED BY THE DEPARTMENT FOR ITS CONTRACTORS SHALL APPLY.

TRAVEL

THE MILEAGE ALLOWANCE SHALL BE FORTY EIGHT AND ONE HALF (48.5) CENTS PER MILE FOR MILES INCURRED BY THE CONTRACTOR'S EMPLOYEES IN DRIVING HIS/HER PERSONAL VEHICLE. TRAVEL COSTS WILL ONLY BE ALLOWED IN THE PERFORMANCE OF THIS CONTRACT.

LODGING RATE ALLOWANCES

(1) THE PER NIGHT LODGING RATE ALLOWANCES LISTED BELOW ARE TO BE USED BY EMPLOYEES AUTHORIZED TO INCUR OVERNIGHT LODGING EXPENSES:

CITY LOCATION	COUNTY	ALLOWANCE
ALLENTOWN	LEHIGH	$75 PLUS TAX
BEAVER FALLS	BEAVER	$75 PLUS TAX
CHESTER/RADNOR	DELAWARE	$100 PLUS TAX
GETTYSBURG	ADAMS	$75 PLUS TAX
HARRISBURG	DAUPHIN	$65 PLUS TAX
KING OF PRUSSIA/FT WASHINGTON	MONTGOMERY	$100 PLUS TAX
LANCASTER	LANCASTER	$75 PLUS TAX
MECHANICSBURG	CUMBERLAND	$75 PLUS TAX
MERCER	MERCER	$75 PLUS TAX
PHILADELPHIA	PHILADELPHIA	$100 PLUS TAX
PITTSBURGH	ALLEGHENY	$100 PLUS TAX
READING	BERKS	$75 PLUS TAX
SCRANTON	LACKAWANNA	$75 PLUS TAX
WARMINSTER	BUCKS	$75 PLUS TAX
VALLEY FORGE/MALVERN	CHESTER	$100 PLUS TAX
ALL OTHER LOCATIONS	PA/U.S.	$50 PLUS TAX

NOTE: THE ABOVE LODGING RATE ALLOWANCES ARE NOT FLAT ALLOWANCES. EMPLOYEES WILL ONLY BE REIMBURSED FOR ACTUAL EXPENSES INCURRED. COPIES OF THE EMPLOYEE'S HOTEL RECEIPT, HOTEL ORDER, CHARGE CARD RECEIPT, ETC. ARE TO BE ATTACHED TO THE STD-191 FORM WHEN REQUESTING REIMBURSEMENT. EMPLOYEES OBTAINING LODGING WITHIN THE ABOVE ALLOWANCES WILL NOT BE REQUIRED TO PROVIDE WRITTEN JUSTIFICATION ON THEIR STD-191 FORM FOR THE SELECTION OF THE LODGING FACILITY.

Obsolete

(2) IN THOSE INSTANCES WHEN LODGING CANNOT BE SECURED WITHIN THE ESTABLISHED LODGING RATE ALLOWANCE, EMPLOYEES MAY EXCEED THE ALLOWANCE IF WRITTEN JUSTIFICATION IS PROVIDED ON THE STD-191 FORM. EMPLOYEES ARE REQUIRED TO PROVIDE, ON THE STD-191 FORM, THE REASON FOR SELECTING THE LODGING FACILITY (E.G., CLOSEST LODGING FACILITY TO WORKSITE – NEXT HOTEL 25 MILES AWAY; NO ROOMS AVAILABLE AT HOTEL WITH LOWEST RATE; LODGING FACILITY BOOKED BY COMMONWEALTH TRAVEL CENTER; INCLEMENT WEATHER; LATENESS OF THE HOUR; ETC.). ALTHOUGH EMPLOYEES ARE NOT REQUIRED TO LIST LODGING ESTABLISHMENTS CONTACTED, THEY ARE, HOWEVER, STILL EXPECTED TO SECURE LODGING AT THE AVAILABLE FACILITY OFFERING THE BEST LODGING RATE WITHIN THE IMMEDIATE AREA OF THE TRAVEL ASSIGNMENT.

(3) LODGING RATE ALLOWANCES MAY BE EXCEEDED WHEN AN EMPLOYEE MUST STAY AT A SPECIFIC LODGING FACILITY WHERE ROOMS WITHIN THE ALLOWANCE ARE NOT AVAILABLE AND WHERE THE EMPLOYEE'S PRESENCE IS REQUIRED BY THE NATURE OF THE OFFICIAL BUSINESS (E.G., LOCATION OF CONFERENCE, TRAINING COURSE, CONVENTION). A WRITTEN EXPLANATOIN MUST BE PROVIDED ON THE STD-191 FORM.

(4) LODGING ACCOMODATIONS OBTAINED BY COMMONWEALTH EMPLOYEES TRAVELING ON OFFICIAL BUSINESS MAY BE SUBJECT TO SEVERAL DIFFERENT TAXES. THE MOST FREQUENTLY ENCOUNTERED TAXES ARE LISTED BELOW WITH GUIDELINES FOR TRAVELERS REGARDING THE COMMONWEALTH'S OBLIGATION TO PAY:

(a) THE COMMONWEALTH IS SUBJECT TO THE FOLLOWING TAX WHICH MUST BE PAID AND WILL BE REIMBURSED:

***HOTEL OCCUPANCY TAX (72 P.S. §7209 ET SEQ.)**
A SIX PERCENT ROOM RENTAL EXCISE TAX APPLICABLE TO EVERY ROOM OCCUPANCY.

(b) THE COMMONWEALTH IS NOT SUBJECT TO THE FOLLOWING TAXES AND EMPLOYEES SHOULD MAKE EVERY EFFORT TO HAVE THEM ELIMINATED. HOWEVER, IF THE TAX MUST BE PAID, THE COMMONWEALTH WILL REIMBURSE THE EMPLOYEE FOR ACTUAL EXPENSES INCURRED. COMPTROLLERS SHOULD DELETE THESE TAXES FROM THE HOTEL/MOTEL INVOICE WHEN A HOTEL ORDER IS USED.

***HOTEL ROOM RENTAL TAX (53 P.S. §16223) *PENNSYLVANIA CONVENTION CENTER AUTHORITY ACT*. A LOCAL HOTEL ROOM RENTAL TAX IMPOSED BY FIRST CLASS CITIES OR FIRST CLASS COUNTIES TO FUND CONSTRUCTION OF CONVENTION CENTERS (ALLEGHENY, BUCKS, DELAWARE, MONTGOMERY AND PHILADELPHIA). THE AMOUNT OF THE TAX CAN RANGE FROM ONE TO SIX PERCENT.**

***LOCAL SALES, USE AND HOTEL OCCUPANCY TAX AUTHORIZED BY THE *PENNSYLVANIA INTERGOVERNMENTAL COOPERATION AUTHORITY ACT* FOR CITIES OF THE FIRST CLASS (53 P.S.**

Obsolete

§17220.501 ET SEQ.) AND THE SECOND CLASS COUNTY CODE (16 P.S. §6152-B). THE ONE PERCENT TAX IS IMPOSED IN A TAXABLE COUNTY ON THE OCCUPANCY OF HOTEL/MOTEL ROOMS (PHILADELPHIA, ALLEGHENY).

NOTE: *MANAGEMENT DIRECTIVE 230.13, COMMONWEALTH CORPORATE CARD PROGRAM, REVISION NO. 1*, CONTAINS A COPY OF THE PENNSYLVANIA EXEMPTION CERTIFICATE TO BE USED WITH THE CORPORATE CARD TO EXEMPT EMPLOYEES TRAVELING ON OFFICIAL BUSINESS FROM LOCAL OCCUPANCY TAXES.

SUBSISTENCE-OVERNIGHT TRAVEL

REIMBURSEMENT FOR MEALS AND OTHER SUBSISTENCE EXPENSES IS ALLOWED TO A MAXIMUM OF $28, WHICH INCLUDES TIPS AND SALES TAX, FOR EACH TWENTY-FOUR HOUR PERIOD SPENT IN A CONTINUOUS OVERNIGHT TRAVEL STATUS. THE TWENTY-FOUR HOUR PERIOD BEGINS AT ANY TIME OF DAY OR NIGHT THAT THE CONTRACTOR LEAVES HEADQUARTERS OR RESIDENCE TO EMBARK UPON OVERNIGHT TRAVEL ON OFFICIAL BUSINESS.

OVERNIGHT TRAVEL NOT PART OF A FULL TWENTY-FOUR HOUR PERIOD WILL BE DIVIDED INTO SIX-HOUR PERIODS. THE SIX-HOUR PERIODS NEED NOT HAVE BEEN IMMEDIATELY PRECEDED BY, AND IN CONNECTION WITH, A 24-HOUR TRAVEL PERIOD. CONTRACTOR ON OVERNIGHT TRAVEL STATUS UNDER THESE CONDITIONS SHALL BE ELIGIBLE FOR AN ALLOWANCE OF $7 FOR HALF OR MORE OF EACH SIX-HOUR PERIOD. REIMBURSEMENT IS CALCULATED AS FOLLOWS:

0 TO LESS THAN 3 HOURS - $0.00
3 TO LESS THAN 9 HOURS - $7.00
9 TO LESS THAN 15 HOURS - $14.00
15 TO LESS THAN 21 HOURS - $21.00
21 TO 24 HOURS - $28.00

NON-OVERNIGHT TRAVEL

(1) AN EMPLOYEE IN A NON-OVERNIGHT TRAVEL ASSIGNMENT THAT TAKES THE EMPLOYEE 50 MILES OR MORE FROM BOTH RESIDENCE AND HEADQUARTERS WHO WORKS MORE THAN TWO HOURS PAST SCHEDULED QUITTING TIME WITH OR WITHOUT PRIOR NOTICE WILL BE REIMBURSED FOR THE COST OF A MEAL UP TO A MAXIMUM OF $8.00. THE EMPLOYEE MUST STATE HIS NORMAL WORK HOURS ON THE STD-191.

(2) AN EMPLOYEE IN A NON-OVERNIGHT TRAVEL ASSIGNMENT THAT IS LESS THAN 50 MILES FROM RESIDENCE AND HEADQUARTERS WHO WORKS MORE THAN TWO HOURS PAST SCHEDULED QUITTING TIME AND WAS NOT GIVEN NOTICE AT LEAST TWO HOURS PRIOR TO THE COMMENCEMENT OF THE REGULAR SHIFT WILL BE REIMBURSED FOR A MEAL UP TO A MAXIMUM OF $8.00. AN EMPLOYEE MUST STATE HIS NORMAL WORK HOURS ON THE STD-191 AND CERTIFY THAT THE REQUIRED NOTICE HAD NOT BEEN GIVEN.

Obsolete

(3) AN ALLOWANCE OF $7.00 IS GRANTED FOR HALF OR MORE OF EACH SIX-HOUR PERIOD SPENT IN A REQUIRED NON-OVERNGIHT TRAVEL ASSIGNMENT ON A DAY NOT PART OF AN EMPLOYEE'S REGULAR WORK SCHEDULE, THAT IS, A HOLIDAY OR SCHEDULED DAY OFF. THE SIX-HOUR PERIOD NEED NOT HAVE BEEN IMMEDIATELY PRECEDED BY AND IN CONNECTION WITH A 24-HOUR PERIOD. SUCH ALLOWANCES CAN NOT EXCEED THE FULL-DAY RATE OF $28.00. REIMBURSEMENT IS CALCULATED AS FOLLOWS:

0 TO LESS THAN 3 HOURS - $ 0.00
3 TO LESS THAN 9 HOURS - $ 7.00
9 TO LESS THAN 15 HOURS - $14.00
15 TO LESS THAN 21 HOURS - $21.00
21 TO 24 HOURS - $28.00

DOCUMENTATION

ITEMIZED RECEIPTS FOR TRAVEL AND SUBSISTENCE MUST BE ON FILE TO SUPPORT REIMBURSEMENTS.

NOTE:

ALL RATES LISTED ABOVE ARE SUBJECT TO CHANGE IN ACCORDANCE WITH CURRENT RATES ESTABLISHED BY MANAGEMENT DIRECTIVE 230.10.

Obsolete