

Eligibility for Reimbursement of Expenses at PAC Sponsored Training Events

Generally, eligible prosecuting attorneys and support staff are limited to reimbursement of expenses incurred for one major Council-sponsored training event per fiscal year. Major training events as defined by the PAC In-State Training Policy 7.1.6(d)ii, are the following:

- (1) Summer Conference
- (2) Winter Conference
- (3) Spring Seminar for Solicitors-General
- (4) Key Personnel
- (5) Investigator training programs

(see Policy 7.1.6(d)ii and Chapter 3 of the Rules of the PAC for more details)

Subject to the availability of budget funds and published attendance limitations, the Council may reimburse eligible participants for lodging and meals. If the Council provides food as part of the training, such as a continental breakfast, attendees will not be reimbursed for those meals. For most training events which involve an overnight stay, the Council negotiates special lodging rates. These rates and number of nights participants are eligible to use, are published in the training announcement and represent the maximum amount participants will be reimbursed.

Participants may make other lodging arrangements, however expenses over the amounts published in the training announcement, will not be reimbursed by PAC.

If a District Attorney has funds available in the Circuit's state travel budget, state-paid personnel may be eligible to be reimbursed for additional authorized expenses, including attendance at more than one major training event, if attendance is approved in advance by the District Attorney in accordance with the Council training regulations.

Non-state paid personnel, including state-paid, county reimbursed personnel, cannot be reimbursed out of state appropriated funds for additional expenses incurred while attending training.

For additional information regarding reimbursement eligibility and approved forms for submission, visit the PAC website at www.pacga.org or contact the PAC Fiscal Department.