




<b>ISSUE DATE</b> April 20, 2018	<b>EFFECTIVE DATE</b> July 1, 2017	<b>NUMBER</b> 2018 - 03
<b>SUBJECT</b>  Maximum Rates of State Participation for the County Mental Health/Intellectual Disabilities/Early Intervention Programs-Lodging and Subsistence	<b>BY</b>  Glenn E. Williams, Director Bureau of Administrative Services	

**SCOPE**

County MH/ID/EI Programs  
County Commissioners and Executive Officers

**PURPOSE**

To announce new maximum rates of State Participation for the County Mental Health/Intellectual Disabilities/Early Intervention Programs in accordance with the Pennsylvania Code, Title 55, Chapter 4300, County Mental Health and Intellectual Disabilities Fiscal Manual related to travel, lodging and subsistence.

**DISCUSSION**

The Department will participate in the cost of travel, lodging and subsistence for the purpose of conducting official business of the county program and private providers operating under contract with the county program.

These rates of reimbursement shall apply to advisory committee and board members, as required in Sections 4300.47 and 4300.85.

This Bulletin replaces Administrative Bulletin #2009-12, issued November 17, 2009, and titled "Maximum Rates of State Participation for the County Mental Health Programs/Intellectual Disabilities /Early Intervention Programs."

**LODGING**

The Department will participate in travel expenses for the purpose of conducting official business of the county program. Departmental participation for lodging will be at the prevailing county rate in accordance with Sections 4300.51 (a) and (b).

The Department will participate in travel expenses for the purpose of conducting official business of programs operated under contract with the county. Departmental participation for lodging will be at the prevailing county rate in accordance with Sections 4300.90(a) and (c).

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Financial Reporting and Payments  
Bureau of Financial Operations (717) 772-7571

## **SUBSISTENCE**

The Department will participate in a subsistence allowance for meals and personal expenses for county employees on travel status to a maximum of \$46.00, which includes tips, for each 24-hour period spent in continuous overnight travel status. The 24-hour period begins upon departure from home or headquarters, whichever is applicable on official travel status. This allowance covers all meals, subsistence and personal expenses not specifically provided for elsewhere in connection with lodging and transportation. GSA rates found on the above referenced website provide for an additional five dollars for incidental expenses. Since the Commonwealth reimburses for incidental expenses separately, the maximum subsistence rate for county employees is \$46.00.

The Department will participate in subsistence costs incurred for the purpose of conducting official business of programs under contract with the county. Departmental participation for subsistence will be at the prevailing county rate in accordance with Sections 4300.90(a) and (d).

When overnight travel encompasses a portion that is less than 24 hours, the subsistence reimbursement is limited up to \$5.75 per full 3 hour period. Allowance amounts include tips and tax.

The Department will participate in expenses for breakfast, luncheon, and dinner meetings attended in connection with official duties and which are not reimbursed in accordance with other provisions of the regulations. Maximum Departmental reimbursement for Advisory Committee/Board Members and Employees is as follows:

Breakfast . . . . .	\$10.00
Lunch. . . . .	\$10.00
Dinner. . . . .	\$26.00

DHS reimbursement for subsistence will be consistent with Management Directive 230.1 to allow enhanced DHS reimbursement when travel involves high cost cities. Increased subsistence allowances are available in locations designated as high-cost areas. Subsistence allowances for these areas follow the GSA Meals and Incidental Expenses table. Information is available at:

[http://www.portal.state.pa.us/portal/server.pt/community/management\\_directives/711](http://www.portal.state.pa.us/portal/server.pt/community/management_directives/711)

The Commonwealth will only reimburse the meal portion of these allowances and will not reimburse the incidental amounts as defined by the GSA. Incidental amounts are defined on the GSA web site at: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

Travelers need to view the per diem rate for the destination and subtract the incidental amount of \$5.00.

An employee who works more than two hours past his scheduled quitting time while at headquarters will be reimbursed for the cost of a meal up to a maximum of \$8.00 only if the employee has not been given notice of the overtime requirement at least two hours before commencement of the regular shift.

## **OBSOLESCENCE**

The maximum rates of reimbursement stated in this bulletin, for the County Mental Health/Intellectual Disabilities /Early Intervention Programs, will be effective for the Fiscal Period

July 1, 2017 through June 30, 2018 and forward until a new release of this Bulletin has been issued.