

This form must be completely filled out, signed and dated by both you and your Regional Coordinator, and submitted to the PEF Accounting Department, P.O. Box 12414, Albany, NY 12212-2414, by December 1, 2015.

Forms received after this date may not be processed.

Or GO GREEN this year with your voucher – see “E-Expense” on the reverse side to find out how!



**NEW YORK STATE
PUBLIC EMPLOYEES
FEDERATION AFL-CIO**
1168-70 Troy-Schenectady Road
P.O. Box 12414
Albany, New York 12212-2414

2015 CONVENTION EXPENSE VOUCHER

**October 18-21, 2015
Syracuse, New York**

To Be Filled Out By Delegate AND Signed by Regional Coordinator — (Please Print)

Name _____ E-mail Address _____
Street _____ City _____ State _____ Zip _____
Phone (home) _____ (work) _____
Delegate for Agency _____ Department _____ Region Number _____
Means of travel: ☐ AIR ☐ AUTO ☐ BUS ☐ TRAIN

Names of other delegates traveling in your vehicle *

(1) _____ (2) _____
(3) _____ (4) _____

LOCAL TRAVEL * ☐ Local Miles Driven _____ ☐ OTHER (receipts attached) \$ _____

☐ A stipend of \$50 per day (unreceipted) will be given to delegates that do not elect to stay at the hotel. **This stipend will cover all travel expenses incurred.** (Exceptions will be considered for those traveling from outside the host area.)

TRAVEL TO/FROM CONVENTION SITE (see “Additional Delegate Allowance” on reverse side)

Miles driven _____ miles at 28.75 cents \$ _____
OR (1/2 the current Federal Rate at time of Convention)

Miles driven _____ miles at 57.5 cents \$ _____
(Additional passenger allowance at the full Federal rate at time of Convention)

Tolls / Parking (receipts or EZ Pass statements required) \$ _____

Meals (receipts must be attached) \$ _____

Total Travel Expenses * \$ _____

Signature of Delegate _____ Date _____

*** Delegate reimbursement information is explained on the reverse of this form.**

Regional Coordinator: Please review this request for reimbursement of convention delegate travel expenses incurred in connection with attendance at the 2015 PEF Convention.

Signature _____ Date: _____

For PEF Accounting Department Use: Amount \$ _____ Approved _____
Check # _____ Date _____



2015 CONVENTION REIMBURSEMENT GUIDELINES:

Travel Deposit Policy

Delegates reserving bus or train tickets are required to provide a \$25 deposit in the form of a check. Delegates that reserve airline tickets are required to provide a \$50 deposit in the form of a check or credit card. Checks will be returned to the delegates on the first day of the Convention and credit cards will not be charged, if the reservation is kept.

Local Travel

Local travel includes taxi cab fares and mileage to and from air, bus or train transportation. This amount is limited to \$50.00 each way for Regions 10, 11 and 12 and \$25 each way for all other regions. **Receipts must be attached.**

Personal Vehicle

PEF will not be responsible for expenses incurred while in travel status that are the result of a vehicle accident or mechanical failure.

Additional Delegate Allowance

If you transport one or more additional delegates you will be reimbursed the full federal rate at the time of the convention. PEF encourages all delegates to car pool or taxi pool whenever possible.

Shuttle Service

Shuttle Service will be provided to and from the train station and airport to the hotels. This service is available on Sunday and Wednesday only.

Rental Vehicles

There will be no auto rentals without prior approval from the Secretary-Treasurer. Requests should be sent to the Secretary-Treasurer at khintz@pef.org.

Train and Air Travel

ALL TRAIN AND AIR TRAVEL MUST BE BOOKED EXCLUSIVELY THROUGH PEF TRAVEL AT (800-767-1840). Air Travel will be allowed from Regions 10, 11 & 12. Exceptions for extenuating circumstances may be granted by the Secretary-Treasurer.

Baggage Charge Reimbursement

If there is a baggage charge, PEF will reimburse you for one (1) bag up to \$25 each way. Receipts must be provided. PEF will not pay for overage charges.

Bus Travel

Bus transportation may be available from your Region. Please contact your Regional Coordinator for more information.

Meals

A check covering your meals and incidentals while at the Convention (from lunch Sunday to lunch Wednesday) will be mailed to you in late August. This check is based on the unreceipted meal allowance so there is no need to maintain receipts for this period. In addition, you may voucher the following meals with receipts:

Sunday breakfast (<i>only if you depart from home before 7 a.m.</i>)	\$10.00
Wednesday dinner (<i>only if your return home will be after 7 p.m.</i>)	Upstate (Regions 1-9) – \$30.00
	Downstate (Regions 10-12) – \$35.00

E-Expense

GO GREEN WITH YOUR EXPENSE VOUCHER! Convention Expenses can now be filed on-line using E-Expense. The website is www.concursolutions.com. If you are new to E-Expense, contact Meghan Allen at 800-342-4306, ext. 208. If you do not already have a password choose the “Forgot Password” link. If you have questions or difficulty logging in, please contact Meghan Allen at 1-800-342-4306 ext. 208.

