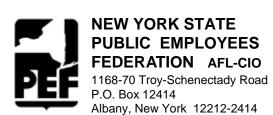
This form must be completely filled out, signed and dated by both you and your Regional Coordinator, and submitted to the PEF Accounting Department, P.O. Box 12414, Albany, NY 12212-2414, bv December 1. 2015.

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!



# 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 Ad	ddress					
	reet Ci							
Phone (home)								
Delegate for Agency								
Means of travel: ☐ AIR		AUTO	☐ BUS	TRAIN				
Names of other delegates tra	aveling in your vehic	le *						
(1)		(2)						
(3)								
LOCAL TRAVEL * □ Local Mi □ A stipend of \$50 per day elect to stay at the hotel. ☐  consdidered for those traveling it	(unreceipted) will  This stipend will	be given to de	elegates	that do no	ot			
TRAVEL TO/FROM CONVENTION Miles driven  Or (1/2 the current Federal I	_miles at 28.75 ce	ents	owance" o	n reverse s	side)	\$		
Miles drivenmiles at 57.5 cents						\$		
Tolls / Parking (receipts or EZ Pass	s statements required	d)				\$		
Meals (receipts must be attached)						\$		
Total Travel Expenses *						\$		
Signature of Delegate					Date			
* Delegate reimbursement inform	nation is explained	on the reverse	e of this fo	orm.	00000	[6833000] 6833000] 6833000] f6833000]		
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:		A	hpproved					
CV1845-7/13 —	<del></del> -							

# 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 (only if you depart from home before 7 a.m.)	\$10.00
Wednesday dinner (only if your return home will be after 7 p.m.)	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.