

This form must be completely filled out, signed and dated, and submitted to the PEF Accounting Department, P.O. Box 12414, Albany, NY 12212-2414, by December 1, 2017. Forms received after this date may not be processed.  
 Or **GO GREEN** with your voucher – see “e-Expense” on the reverse side.



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

**2017  
 CONVENTION EXPENSE VOUCHER**

**October 22 - 25, 2017  
 Lake Placid, New York**

**To Be Filled Out By Delegate — (Please Print)**

NOTE: If you received the stipend of \$50 per day by electing not to stay at the hotel, that stipend covered ALL travel expenses incurred. Exceptions are considered for those traveling from outside the host region.

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Street\* \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*Please do not use a P.O. Box if requesting mileage reimbursement as it will delay processing.

Phone (work) \_\_\_\_\_ (home/**cell preferred**) \_\_\_\_\_

Delegate for Agency \_\_\_\_\_ Department \_\_\_\_\_ Region Number \_\_\_\_\_

Means of travel:  AUTO  BUS  CAR RENTAL  TRAIN

**Names of other delegates traveling in your vehicle (address required only if you picked up/dropped off):**

(1) \_\_\_\_\_ Address: \_\_\_\_\_

(2) \_\_\_\_\_ Address: \_\_\_\_\_

**LOCAL TRAVEL\*\***  Local Miles Driven \_\_\_\_\_  OTHER (receipts attached) ..... \$ \_\_\_\_\_

\*\*Local travel is considered any travel to & from public transportation or regional buses **only**. If submitting for local mileage to public transportation you are reimbursed at the full mileage rate up to the maximum rate of \$25 in Regions 1-9 and \$50 in Regions 10-12.

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

Miles driven \_\_\_\_\_ miles at 26.75 cents\*\*\* ..... \$ \_\_\_\_\_  
 (with no passengers it is 1/2 the current Federal rate at time of Convention) **OR**

Miles driven \_\_\_\_\_ miles at 53.5 cents\*\*\* ..... \$ \_\_\_\_\_  
 (with additional passengers it is the full Federal rate at time of Convention)

\*\*\*NOTE - Mileage estimated/verified using Google Maps and is based on travel to and from the convention site only.

**TOLLS / PARKING (receipts or EZ Pass statements/printouts from the EZ Pass website REQUIRED)** \$ \_\_\_\_\_

**MEALS (itemized receipts must be attached – see “Meals” on reverse side)** ..... \$ \_\_\_\_\_

**OTHER (please list & receipts must be attached)** \_\_\_\_\_ \$ \_\_\_\_\_

**GRAND TOTAL TRAVEL EXPENSES** ..... \$ \_\_\_\_\_

Signature of Delegate \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*BEFORE SUBMITTING PLEASE MAKE A COPY OF THIS FORM AND ALL RECEIPTS FOR YOUR RECORDS!**  
**Additional delegate reimbursement information is explained on the reverse of this form\*\*\*\***

For PEF Accounting Department Use:	Amount: \$ _____	Approver: _____	Date: _____
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# 2017 CONVENTION REIMBURSEMENT GUIDELINES:

## Travel Deposit Policy

Delegates reserving bus tickets are required to provide a \$25 deposit in the form of a check. 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. Delegates reserving a train ticket will not need a deposit. However, those who cancel will be responsible for the \$25 fee.

## Local Travel

Allowable local travel includes mileage and subway/taxi cab fares to and from train or bus transportation only. 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 mileage 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 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](mailto:khintz@pef.org) and if approved, **MUST** be booked through PEF Travel. When renting a vehicle, gas and tolls will be reimbursed **with receipts**. Gas can be written in at the "Other" line on the front of this voucher.

## Train Travel

**All train travel will be the most reasonable fare available and BOOKED EXCLUSIVELY THROUGH PEF TRAVEL at 1-800-767-1840. Custom class on trains will not be allowed.** Exceptions for extenuating circumstances may be granted by the Secretary-Treasurer.

## Bus Travel

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

## Meals

A stipend check for \$200 covering your meals and incidentals while at the Convention will be mailed to you in October. This check covers lunch on Sunday through lunch on Wednesday and is based on PEF's receipted reimbursement rates plus \$5/day for incidentals. In addition to the stipend, you may voucher the following meals with itemized receipts (*receipts should include the items purchased, the date & time*):

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

## e-Expense

**GO GREEN WITH YOUR EXPENSE VOUCHER!** Convention Expenses can be filed online using e-Expense and can result in expedited processing. The website is [www.concursolutions.com](http://www.concursolutions.com). If you are new to e-Expense, have any difficulty logging in, or need assistance using the program, please contact Meghan Allen at 1-800-342-4306 ext. 208 or [mallen@pef.org](mailto:mallen@pef.org).

NOTE - When using e-Expense if you traveled without another delegate you must halve your total miles (and note that you did so in the comments) to account for the reduced reimbursement rate. If you traveled with another delegate their name should be noted in the comments and no adjustment is necessary.