

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, 2018. 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

2018 CONVENTION EXPENSE VOUCHER

October 21 - 24, 2018
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

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 27.25 cents*** \$ _____
(with no passengers it is 1/2 the current Federal rate at time of Convention) **OR**

Miles driven _____ miles at 54.5 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: _____

2018 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 destroyed on the first day of the Convention if the reservation is kept. If the reservation is canceled PEF will cash the deposit check.

Local Travel

Allowable local travel includes mileage and subway/taxi cab fares to and from 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 bus 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. Renting a vehicle will only be reimbursed if two or more people are in the same vehicle. Requests should be sent to the Secretary- Treasurer at kwilkie@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.

No Train Travel will be approved for reimbursement.

Bus Travel

Bus travel will be arranged through PEF Travel. Please contact Robin Cammans at rcammans@pef.org for more information.

Meals

A stipend check for \$124 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. It will include \$4 for each breakfast, \$8 for lunch, \$20 for dinner (for each applicable meal) and \$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 (<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 be filed online using e-Expense and can result in expedited processing. The website is www.concursolutions.com. If you are new to e-Expense, have any difficulty logging in, or need assistance using the program, please contact the PEF Finance Department at 1-800-342-4306 ext. 257.

PLEASE 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.