Complete the information below, sign, date, and submit to: PEF Finance Dept., PO Box 12414, Albany, NY 12212-2414 by December 2, 2019. Incomplete forms will be returned. **Forms received after this date may not be processed.**

To submit your voucher electronically, see “e-Expense” on the reverse side.

**NEW YORK STATE PUBLIC EMPLOYEES FEDERATION AFL-CIO**
1168-70 Troy-Schenectady Road
PO Box 12414
Albany, NY 12212-2414

**2019 CONVENTION EXPENSE VOUCHER**
September 15-18, 2019
Albany, 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 of the host region.

Name________________________________________________________ Email Address ______________________________

Street*_________________________________ City________________ State_____ Zip________

*Do not use a PO Box if requesting mileage reimbursement as it will delay processing.

Phone (work)________________________________ Phone (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 any travel to & from public transportation or regional buses only. Reimbursement for local mileage to public transportation is 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). Select one:

[ ] With no delegate passengers (paid at half the Federal rate at the time of Convention)

Miles Driven ___________ miles at .29 cents*** ____________________________$________

[ ] With additional delegate passengers (paid at the full Federal rate at the time of Convention)

Miles Driven ___________ miles at .58 cents*** ____________________________$________

***NOTE: Mileage estimated/verified using Google Maps and is based on travel to/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 side of this form.
2019 CONVENTION REIMBURSEMENT GUIDELINES:

Receipts
Per federal regulations, receipts are required for all reimbursement requests. No exceptions will be made.

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/from regional 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.

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

Additional Delegate Allowance
Delegates who transport one or more additional delegates will be reimbursed at the full federal mileage rate at the time of Convention. PEF encourages all delegates to car pool or taxi pool whenever possible.

Shuttle Service
Shuttles will be provided to and from the train station on Sunday and Wednesday only. Transportation will be provided between the convention center and hotels starting Sunday at 11:00 AM through Wednesday at 1:00 PM. A bus schedule will be provided, so plan accordingly. **PEF will not reimburse delegates for taxis/Uber/Lyft rides from the train station or between the hotels and convention center.**

Rental Vehicles
All vehicle rentals must be booked by PEF and approved by the Secretary-Treasurer. You must ride share with at least one other delegate to request a rental vehicle (names must be provided). Contact Robin Cammans at rcammans@pef.org and 800-342-4306, ext. 381 for more information. Gas and tolls can be listed on the front of this voucher on the “Other” line. Receipts are required.

Train Travel
All train travel will be the most reasonable fare available and booked exclusively by Robin Cammans at 800-342-4306, ext. 381. Custom class seats are not allowed. Exceptions for extenuating circumstances may be granted by the Secretary-Treasurer.

Bus Travel
Coach bus transportation may be available through your Regional PEF Office. Contact Robin Cammans at rcammans@pef.org or 800-342-4306, ext. 381 for more information.

Meals
A stipend check of $124.00 covering your meals and incidentals while at the Convention will be mailed to you in late August. This check covers lunch on Sunday through lunch on Wednesday. It includes: $4.00 for breakfast, $8.00 for lunch, $20.00 for dinner (for each applicable meal) and $5.00 per day for incidentals. In addition to the stipend, the following meals may be vouchered with itemized receipts (receipts must include the items purchased, the date and time):

<table>
<thead>
<tr>
<th>Sunday Breakfast (only if you depart home before 7:00 AM):</th>
<th>Wednesday Dinner (only if you return home after 7:00 PM):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upstate (Regions 1-9)..............................................$10.00</td>
<td>Upstate (Regions 1-9)..............................................$35.00</td>
</tr>
<tr>
<td>Downstate (Regions 10-12).........................................$12.00</td>
<td>Downstate (Regions 10-12).........................................$40.00</td>
</tr>
</tbody>
</table>

**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 difficulty logging in, or need assistance using the program, please contact the PEF Finance Department at 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.