New York State
Public Employees
Federatio, AFL-CIO
1168-70 Troy Schenectady Rd
P.O. Box 12414, Albany, NY 12212-2414

Expense Voucher

Sheets:	1	of	

Mileage Rate $0.725 1/1 – 6/30/26
$0.76 7/1 – 12/31/26

Name: ______________ **Email:** ______________

Phone # : ______________ **Street Address:** ______________

City: ______________ **State:** ________ **Zip:** ________

Expense Item	Date	Date	Date	Date	Date	Date	TOTAL
Enter dates here->							
Breakfast							$ -
Lunch							$ -
Dinner							$ -
Hotel							$ -
Public Trans							$ -
Parking Tolls							$ -
Other Explain Below							$ -
Totals:	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Automobile Miles Traveled							
From:							
To:							
Miles:							
Then to:							
Miles:							
Total Miles:	0	0	0	0	0	0	
Total miles @0.725 per mile:		0					$ -

Total on this Sheet	$ -
Total Other Sheet(s)	
Total All Sheets	$ -
Less Advances Received	$ -
Total Reimbursed	$ -

Please indicate the PEF Committee or program that should be charged for these expenses. Explain completely, the PEF business purpose for which these expenses were incurred, giving dates, places and names:

I, certify that the above expenses were incurred for PEF business and proper receipts for all expenses listed are attached where required.

Signature Date

Approved by Date

To be completed by the Accounting Department

Account	Amount

FORMS-5/26

Expense Voucher Guidelines

General Information

1. You must provide an explanation or statement as to the (PEF business) purpose of the trip. Such an explanation makes the business purposes of the expenses clear to auditors and is required by the IRS.
2. Receipts, paid bills, etc. must be attached to expense vouchers for ALL expenses for which reimbursement is requested.
    a. Lodging expenditures with Secretary-Treasurer approval;
    b. Stubs or tickets for transportation with Secretary-Treasurer approval;
    c. Thruway toll receipts;
    d. Any group meals with a list of names;
    e. Individual meal charges with itemized receipts;
    f. Parking receipts.
3. Each member should submit a voucher for his or her expenses **only**. A voucher submitted for more than one member will not be accepted by the Accounting Department.
4. Please allow 45 days for processing.

Travel Information

Direct Billing – Direct billing must be approved in advance

Air/Train Transportation – Air & Train transportation is at coach fare and will be arranged through PEF Special Events. Reasonable expenses for parking, baggage fees, tolls and surface transportation are permitted in connection with flight or train travel.

Out-of-State Travel – Travel for mileage out-of-state may not exceed air coach fare.

Car Rentals – Car Rental arrangements will be made through PEF Special Events and will only be approved if the cost of the rental is less than the cost of the individual’s mileage.

Automobiles – Receipts are required for all automobile expenses (ex. Toll, parking, etc.). Receipts must have the date and amount paid. You will be reimbursed for mileage at the rate currently authorized by Executive Board policy.

Voucher Approvals – Vouchers should be submitted promptly. Expense items more than sixty (60) days old will not be paid without Secretary-Treasurer approval.

Meals and Hotels

1. All hotel room & Tax charges will be arranged and prepaid by PEF, at the State rate, based upon double occupancy. Lodging not arranged through PEF will not be reimbursed. Extenuating circumstances will be taken into account, subject to Secretary-Treasurer approval.
2. With itemized receipts, the maximum reimbursement for meals will be at the following rates as of April 1, 2025:

	Regions 1-9	Regions 10-12
Breakfast	$15.00	$20.00
Lunch	$23.00	$28.00
Dinner	$50.00	$60.00

If reimbursement is requested for meals for more than one person, **you must list the names of everyone who was provided a meal.**