

## Expense Policies

Expense Item	Guidance
Assistance	For questions e-mail <a href="mailto:pefap@pef.org">pefap@pef.org</a> . For questions involving reservations, please contact PEF Special Events at <a href="mailto:SpecialEvents@pef.org">SpecialEvents@pef.org</a> .
Submission Timeline/Deadlines	All expenses (including original receipts) must be submitted no later than ninety (90) days after an expense has been incurred. Expenses submitted beyond 90 days may be declined.
Airfare	Reservations for PEF approved travel are to be made through the PEF Special Events Department. Please contact <a href="mailto:SpecialEvents@pef.org">SpecialEvents@pef.org</a> . Arrangements made at the last minute (within a week) are met with limited availability and higher costs. PEF's policy is to purchase the least expensive ticket available. You must call the PEF Special Events Department to change or cancel an existing airline ticket as soon as you know of the change, but no later than the departure of the first flight on the ticket.
Airline Baggage Costs	In cases where the airline charges you to check your first bag, PEF will reimburse you for those costs. If your baggage is over-weight because you are carrying materials for a meeting you are attending, PEF will reimburse this additional cost. Please obtain a receipt for any charge to substantiate your reimbursement request. Some airline memberships allow for free bags. Also, if you check in online, your baggage fee may be reduced.
Car Rental and Refueling	Car rentals, with approval, are to be made through PEF Special Events with as much advance notice as possible. Costs to refuel a rental car will be reimbursed by PEF with proper receipts submitted. PEF does not cover optional services, such as GPS or satellite radio.
Hotel	<p>All hotel nights needed for PEF business are to be booked by PEF Special Events with as much advance notice as possible. Please contact <a href="mailto:SpecialEvents@pef.org">SpecialEvents@pef.org</a> to make reservations. PEF will cover your room and room tax charges. You are responsible for paying all other incidental charges to your hotel room (meals, phone calls, internet, etc.) upon check-out. You must submit copies of charges for reimbursable meals and incidentals on your hotel bill. Tips to hotel staff will be reimbursed up to the maximum of \$2/nights stayed.</p> <p>All rooms are double occupancy except for the following committees: LM Committee, H&amp;S Committees, Contract Negotiations. Executive Board and Executive Council meeting members also receive single rooms.</p> <p>Because Division policy does not preclude it, some committee members have arranged for their Division to pay the single supplement of half the rate per night. In such cases, proof of Division Council approval must be provided to Finance and Special Events prior to the hotel booking request.</p>

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Hotel (Continued)	In the event of emergency circumstances, when advance notice is not possible and the PEF Special Events team cannot book the hotel stay, approval must be obtained in writing from the Secretary-Treasurer before any reimbursement will be made.		
Internet (hotel, airplane, train)	Internet/Wi-Fi access will not be reimbursed unless prior approval has been obtained.		
Meals	All meal expenses must be accompanied by an itemized receipt. The actual cost of meals plus tip of a max of 20% of the meal excluding tax will be reimbursed up to the values noted below. The receipt must be a register/computer receipt that has the restaurant name and date imprinted on it with an itemized food list. No other receipts will be accepted. If a meal is provided by PEF during a meeting and/or conference, the receipt for that meal will not be reimbursed. On travel days, breakfast will be reimbursed if leaving home before 7AM while dinner will be reimbursed if returning home after 7PM		
Meal Reimbursement Rates	The rates for meal reimbursement are as follows (Fiscal Year 2024):		
		Regions 1-9	Regions 10-12
	Breakfast	\$12.00	\$15.00
	Lunch	\$20.00	\$23.00
	Dinner	\$45.00	\$50.00
Mileage	Automobile mileage to or from PEF related events will be reimbursed at the IRS standard mileage rate based on the date the expense was incurred. The number of miles must be included when calculating mileage. Also include the exact addresses of the beginning and ending destinations of your trip when submitting for reimbursement for verification.  The IRS standard mileage rate is 67 cents per mile effective January 1, 2024.		
Parking	Parking will be reimbursed with proper documentation. If no receipt is available, we will accept a picture of the parking meter.  <b>Note:</b> Parking must be separated from hotel charges and entered as a separate expense item in Concur. The hotel receipt can be attached to both the hotel and parking expense.		
Public Transportation	Business-related subway/bus costs (not commuting fares) are reimbursable with receipts. Some public transit systems have receipts available, so to the extent possible, receipts should be acquired. In those instances where it is possible to acquire receipts, an expense should be created within Concur and in the comment section explain that it was for subway/bus use and reason. Many transit systems have online systems for calculating fares and print outs of these are additionally sufficient to provide to secure reimbursement.		

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Taxi Fares	Taxi fares to and from the airport and other business-related events are reimbursable with proper documentation. PEF will reimburse taxi tips up to a max of 20% Taxi fares will generally not be reimbursed if PEF is already paying for a car rental. PEF's policy is to support a publicly regulated industry which ensures qualified, safe drivers carrying passengers in insured vehicles. If not available, use of ride-sharing services will be reimbursed.
Tolls	Tolls are reimbursable with proper receipt or copy of EZ Pass statement highlighting business-related charges.
Train Travel	Reservations for PEF approved travel are to be made through PEF Special Events with as much advance notice as possible. Please contact <a href="mailto:SpecialEvents@pef.org">SpecialEvents@pef.org</a> to make reservations. PEF's policy is to purchase the least expensive ticket available. If you do not use the train ticket, you must cancel the reservation prior to the train departure to preserve the value of the ticket for future use or refund.

Adopted by Executive Board December 2021  
Amended by Executive Board March 2023