

## **Empire MDPELS and PETS Alliance Travel reimbursement Policy:**

### **Airfare:**

Airfare will be reimbursed for the cost of economy round trip airfare\*.

Parking: Economy parking at the airport for the dates of MDPELS and PETS Alliance: 1 day before or after.

### **Car Mileage:**

Will be reimbursed at the federal rate (currently \$0.70 per mile)  
From home city to Syracuse, NY.

**Note:** If driving mileage amounts to more than the cost of flying you will be reimbursed for whatever is the **lower amount**.

(\*Based on published rates from major airlines 2 weeks prior to MDPELS and mileage calculated by MapQuest.

**Shuttle, taxi, Uber etc.:** Cost covered to and from the airport and event.

### **Meals:**

Reasonable meal expense while traveling but not for meals in your home city.

No meal reimbursement while at Empire MDPELS unless arriving or departing before the start/end of MDPELS.

### **Alcohol:**

No reimbursement for alcohol expenses.

### **Receipts:**

Required for air fare, transportation (Uber etc.) and meals.

**Reimbursement:** Request must be submitted within 30 days of events.

# Expense Voucher

Date: \_\_\_\_\_

Payable To: \_\_\_\_\_

Address of Payee: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Instructions: \_\_\_\_\_

<u>Items:</u>	<u>Purpose:</u>	<u>Amount:</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

Total for reimbursement: \$0.00

Requested By: \_\_\_\_\_

Email address: \_\_\_\_\_

*All requests for expenditures over \$100.00 must have prior approval from the Treasurer BEFORE expenses are incurred.*

*All expenditures, receipts, and requests for reimbursement must be submitted NO LATER THAN 30 DAYS after the completion of the PETS Sessions or reimbursement may be denied.*

**All requests for reimbursement need to be sent to:**

Phyllis M. Danks  
6428 Curwood Drive  
East Syracuse, NY 13057  
Phone: h(315)463-9993 c(315)256-2152  
Email: phyl7150@gmail.com

*For internal use:*

Check Number: \_\_\_\_\_ Amount: \_\_\_\_\_ Check Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_