

Empire MDPELS and PETS Alliance Travel reimbursement Policy:

The policy is for MDPELS speakers, facilitators, not from D7120 and 7180 and PETS Alliance attendees.

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 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 months prior to MDPETS and mileage calculated by MapQuest.)

Meals:

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

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

Alcohol:

No reimbursement for alcohol expenses.

Hotel:

Accommodations for the dates of Empire MDPELS

PETS Alliance:

Airfare: same

Car Mileage: same except home city to Evanston, ILL

Meals: same + meals in Evanston not covered by PETS Alliance registration

Hotel:

Accommodations for the dates of PETS Alliance

MDPELS and PETS Alliance Receipts:

Required for air fare and meals.

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

*All
expenditures
, receipts,
and requests
for
reimburse-
ment must be
submitted
NO LATER
THAN 30
DAYS after
the
completion
of the PETS
Sessions or
reimburse-
ment 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: _____