



## TRAVEL REIMBURSEMENT REQUEST FORM

Date Of Travel	Travel Start Location	Travel Destination Location	Total Miles	Method Of Transportation: <i>Personal Automobile or Public Transportation</i>	Transportation Reimbursement: <i>Personal Automobile Total miles x \$.58</i>	Transportation Reimbursement: <i>Public Transportation Actual Cost; Receipts Required</i>	Amount Of Tolls <i>Receipts Requested or E-Zpass Toll</i>	Lodging Costs <i>Receipts Required**</i>	Other Expenses <i>Description and Receipts Required **</i>		Total For Day

PLEASE NOTE: RECEIPTS ARE REQUIRED FOR OVERNIGHT ACCOMMODATIONS, TRANSPORTATION AND OTHER EXPENSES. RECEIPTS FOR TOLLS ARE REQUESTED. PLEASE ATTACH ALL RECEIPTS TO THIS FORM. REFERENCE ARTICLE IV. SECTION 5 FOR CURRENT REIMBURSEMENT AMOUNTS APPROVED MARCH 31, 2016.

Submit form with receipts to:  
 PACT  
 Attn: Charissa Williams  
 Dixon University Center  
 2986 N. 2<sup>nd</sup> St.  
 Harrisburg PA 17110-1201

Total reimbursement requested: \_\_\_\_\_

Signature of traveler: \_\_\_\_\_

Name of traveler (please print): \_\_\_\_\_

Address of traveler (please print): \_\_\_\_\_

\*US GSA reimbursement rate effective January 1, 2019.  
 (BOG Policy 1986-07-A, Travel Expense Regulations)

\*\* Lodging - up to \$125.00 p/night / Self-parking included / \$25 for meals outside conference. See reverse for reimbursable expense guidelines.

## PENNSYLVANIA ASSOCIATION OF COUNCILS OF TRUSTEES (PACT)

### BYLAWS

#### ARTICLE IV – EXECUTIVE BOARD

Section 5. **Compensation.** The Executive Board shall serve without compensation except to the extent of reimbursement of reasonable expenses incurred in the furtherance of PACT's business.

- A. **Lodging.** Reimbursement for lodging connected to PACT business will be at the negotiated rate for the Conference Hotel or a maximum of \$125.00 per night for other PACT business. Self-parking will be covered; however miscellaneous charges will be the responsibility of the individual. The current conference structure is designed to allow for one night of reimbursable accommodations for each trustee.
- B. **Travel.** Reimbursement per mile for personal automobile travel from the Pennsylvania home or office will be in accordance with the U.S. General Services Administration (GSA) allowance. Tolls will be reimbursed for travel to and from the conference or PACT business site. Board members traveling by any other conveyance (bus, taxi, air) will be reimbursed based on the personal auto mileage calculation.
- C. **Other Expenses.** Reimbursement for other expenses e.g.(meals not available at the conference), will be limited to \$25 per day.
- D. **Request for Reimbursement.** Requests for travel reimbursement must be submitted on the "*Travel Reimbursement Request Form*" and submitted within thirty (30) days of the event.