



**As of 1/1/2024**

## TRAVEL REIMBURSEMENT REQUEST FORM

Date of Travel	Travel Start Location	Travel Destination Location	Total Miles	*Transportation Reimbursement <i>Personal Automobile Total miles x \$.65.5</i>	Transportation Reimbursement: <i>Public Transportation Actual Cost; Receipts Required</i>	Amount of Tolls <i>Receipts Requested</i>	Lodging Costs <i>Receipts Required</i>	Other Expenses <i>Description &amp; Receipts Required</i>	<b>Total For Day</b>

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 SEPTEMBER 9, 2019.

Submit form with receipts to:  
 Pennsylvania State System of Higher Education  
 Attn: Charissa Williams  
 2300 Vartan Way, Suite 207  
 Harrisburg, PA 17110

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

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

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

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

\*US GSA reimbursement rate effective January 1, 2024.  
 (BOG Policy 1986-07-A, Travel Expense Regulations) See reverse for reimbursable expense guidelines.

PENNSYLVANIA ASSOCIATION OF COUNCILS OF TRUSTEES (PACT)

BYLAWS

(Amended September 1, 2019)

**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, in accordance with State System Policy 1986-07-A: Travel Regulations or successor regulations related to travel and travel expense reimbursement. Requests for travel reimbursement must be submitted on the "Travel Reimbursement Request Form" and submitted within thirty (30) days of the event.