

2019 PACOE Expense Reimbursement Form

Name:
Event:
Dates:

Expenses:

Mileage: 50% of POV GOV Mileage Rate	_____	Miles X	\$0.29 =	\$
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Lodging: up to 50% GSA Per Diem Rate	_____	Nights X	\$ _____	\$
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Airfare: 100% Based on Most Cost Effective Rate	\$
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Baggage Fees: 100% for (1) One Piece of Checked Luggage	\$
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Registration: 100% of Early Bird Registration Rate	\$
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Meals: Actual Meal Expenses up to 50% of M&EI Rate (receipts must be attached)	\$
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Transportation/Other Expenses:	\$
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Tolls, Taxis, Parking, Car Service, Etc

	\$
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	\$
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	\$
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	\$
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Total Expenses:	\$
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Signature:	Date:
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Address you want check mailed to:

Please attach receipts and mail or email to:

Email: fpsajeski@aol.com

Phone: 814-386-2580

Jill Sajeski

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Alexandria, PA 16611