



2025 - Reimbursement Statement for BOD, EC & all other Committees

Check to be made payable to: _____

Name _____ Date _____

Company _____

Address _____

City _____ State _____ Zip _____

Position _____

Departure city _____ Date _____

Destination city _____ Date _____

Meeting dates: _____ to _____

In the course of my official duties, I have made the following expenditures while attending:

- Committee meeting _____
- Board of Directors _____
- State Convention _____
- Other _____

<u>Expenses: Documentation is required</u>	<u>Amount</u>
Airfare (best supersaver) _____ \$ _____ Spouse \$ _____	\$ _____
Ground transportation	
Railway _____ receipts are required	\$ _____
Rental Cars & fuel (MUST obtain prior approval)	\$ _____
Auto miles @ _____ cents per _____ miles	\$ _____
Taxis/Airport transfers _____ receipts are required	\$ _____
Hotel _____ nights @ \$ _____ per night =	\$ _____
Other Expenses _____ (meals,tips,etc,) itemized receipts are required	\$ _____
Telephone charges _____ (attach copy of bill) =	\$ _____
Other authorized expenses: _____ (please specify)	
_____ @ \$ _____ =	\$ _____
<u>Total Expenses:</u>	\$ _____

Signature: _____ **Date:** _____

PHCC Policy requires that expense statements must be received in the National office **within 45 days** from the last day of the meeting in order for reimbursement to be paid. See Policy 4.7 in Handbook

994 **4.7 . Travel Reimbursement**

995 4.7.1 *General.* Whenever possible, a majority of the Board of Directors, Executive
996 Committee and/or staff should not be allowed to travel on the same aircraft.
997 (Approved 10.02.12)

998 4.7.2 **Alcoholic Beverages.** There will be no reimbursement for alcoholic beverages
999 without prior permission from the President. (Approved 10.02.12)

1000 4.7.3 *Board of Directors.* For the twelve elected directors, the AEC representative and
1001 the PHCC National Auxiliary representative. (Approved 10.02.12)

1002 4.7.3.1 Board members and the AEC/Auxiliary representatives to the board must
1003 submit a travel/meeting request form for local and other official meetings if
1004 they plan to file for reimbursement.

1005 4.7.3.2 A fully completed current expense form must be submitted along with all
1006 receipts. An itemized receipt is required for all expenses expected to be
1007 reimbursed.

1008 4.7.3.3 Expense reimbursement statements must be submitted within forty five (45)
1009 days from the last date of the meeting, for reimbursement to be paid. There
1010 will be no exceptions. Each completed expense report will be made available
1011 for inspection by the Executive Committee, the Board of Directors and by
1012 members, if requested in writing.

1013 4.7.4 *State Conventions and Board of Directors' Meetings.* (Approved 10.02.12)

1014 4.7.4.1 Best air fare (21 day advance purchase)

1015 4.7.4.2 **Ground Transportation:** Members are expected to use the most economical
1016 ground transportation appropriate under the circumstances and should
1017 generally use the following:

- 1018 • Auto allowance as determined by the Internal Revenue Service.
- 1019 • Taxi fares with receipt
- 1020 • Parking with receipt
- 1021 • Car rental with prior approval of the president or EVP (with notification to
1022 the president) when the cost is less than alternative methods of
1023 transportation.
- 1024 • When driving to a meeting, reimbursement for mileage, tolls and parking
1025 will not exceed the cost of the most economical public transportation,
1026 parking and ground transportation