

WPEC Convention Expense Reimbursement Guide

[Lodging Reimbursement for the 2014 WPEC Convention](#): Members must pay for the cost of lodging and claim a reimbursement from WPEC. Reimbursement is based on the "State Uniform Travel Code" policy for In-State Lodging. Receipts must be provided to obtain reimbursement.

Friday, May 2, 2014: WPEC will pay the state rate for a room if you travel 40 miles or more to the Pyle Center to attend the WPEC Convention on Saturday May 3, 2014.

[Mileage Reimbursement](#): If traveling 40 miles or more to the Dane County United Way building, mileage will be reimbursed at the rate of \$0.40 per mile.

[Meal Reimbursement](#): Meals will be reimbursed according to the "State Uniform Travel Code" policy for Out-Of-State Rates. No reimbursement will be allowed for meals already provided at the Convention. The following meals will be reimbursed.

Friday, May 2, 2014: WPEC will reimburse up to \$20.00 for dinner for those traveling more than 80 miles to the Dane County United Way building to attend the WPEC Convention on Saturday May 3, 2014 and staying overnight Friday May 2, 2014.

[Mass Transit](#): WPEC will reimburse a reasonable amount for mass transit expenses incurred as part of attending the WPEC Convention. Free parking is available at the Dane County United Way building.

[Reimbursement Submission Procedures](#): Expense reimbursement forms can be obtained at the Convention, from the WPEC Treasurer, on the WPEC website (www.wpec.org) or from the WPEC office. Receipts should be provided for all expenses, including miscellaneous expenses, whenever possible, and must be submitted before an expense payment can be made. The activity and individual expenses should be explained on the form. The expense form with all expenses listed should be submitted in a timely manner, at the event if possible.