

## Convention Expense Reimbursement Guide

**Lodging Reimbursement:** Members must pay for the cost of lodging and claim 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, April 29: WPEC will pay the state rate for a room if you travel 40 miles or more to the Dane County United Way to attend the WPEC Convention on Saturday, April 30, 2016.

**Mileage Reimbursement:** If traveling 40 miles or more to the Dane County United Way, 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 lunch on Saturday since it will be provided at the Convention. The following meals will be reimbursed with receipts.

Friday, April 29, 2016: WPEC will reimburse for dinner for those traveling more than 80 miles to the Dane County United Way to attend the WPEC Convention and staying overnight Friday April 29, 2016.

Saturday, April 30, 2016: WPEC will reimburse for breakfast for those traveling more than 80 miles to the Dane County United Way to attend the WPEC Convention and staying overnight Friday April 29, 2016.

Reimbursement Submission Procedures: Expense reimbursement forms can be obtained at the Convention, from the WPEC President, on the WPEC website ([www.wpec.org](http://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.

Questions? Contact the WPEC president at [wpec-president@aft-wisconsin.org](mailto:wpec-president@aft-wisconsin.org).