**WPEC Convention   
Expense Reimbursement Guide**

Lodging Reimbursement for 2012 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.  Block reservations for these events have been set up at the Lowell Center for your convenience.  The reservation code is STEWARD and the rooms will only be held until April 13. **CORRECTION: rooms are only being held until April 5.**

Friday, April 27, 2012: 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 April 28, 2012..

Mileage Reimbursement: If traveling 40 miles or more to the Pyle Center, 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 through the events.  The following meals will be reimbursed.

Friday, April 27, 2012: WPEC will reimburse up to $20.00 for dinner for those traveling more than 80 miles to the Pyle Center to attend the WPEC Convention on Saturday April 28, 2012 and staying overnight Friday April 27, 2012.

Parking and Mass Transit:  WPEC will reimburse a reasonable amount for parking or mass transit expenses incurred as part of attending the WPEC Convention. The closest city parking ramp is the State Street Campus Ramp (known locally as the Lake Street Ramp).  See http://www.ci.madison.wi.us/parking/parking.html for the location of nearby city ramps.  There is also limited on-street parking available, as well as some university parking lots/ramps.  These tend to be limited to two-hours, however.

Reimbursement Submission Procedures: Expense reimbursement forms can be obtained at the event or from the event facilitator(s), treasurer or 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.