



PDK INTERNATIONAL
The Professional Association in Education

Expense Reimbursement Form

- Appropriate receipts must be attached to this form.
- For guidelines concerning receipts and other information, see the next page of this form.
- Field representatives should send completed forms to the international office for review.
- Each report should be filed within 60 days of completion of the activity or trip.

Name _____ Office _____

Address _____ Activity _____

Nature of Expenses	Dates and Amounts					Additional Information
	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	
Auto _____ miles @ current IRS rate per mile	_____ miles	_____ miles	_____ miles	_____ miles	_____ miles	
	\$	\$	\$	\$	\$	\$
Air Fare						
Auto Rental						
Room						
Meal 1 (including tip)						
Meal 2 (including tip)						
Meal 3 (including tip)						
Taxi, Limousine						
Parking						
Postage						
Service Tips						
Telephone						
Tolls						
Misc.: Explain						
Totals Per Day						

Total Reimbursement Due \$ _____
 Less Advance Received \$ _____
 Reimbursement Requested \$ _____

Claimant's Signature _____

International Staff Approval if Applicable _____

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Guidelines For Travel Expenditures

General guidelines applicable to all PDK expenditures are as follows:

1. Travel shall be by the most economical means. Air travel will be reimbursed at the coach class fare or actual cost, whichever is least expensive.
2. Automobile travel will be reimbursed at the mileage rate allowed by the Internal Revenue Service. For the current mileage rate, visit www.irs.gov and search for "mileage rate."
3. Travel reimbursement is normally based on the method of travel most economical for PDK. If a more expensive method of travel is used because of personal preference and/or convenience (e.g., personal automobile when air fare is significantly cheaper), reimbursement is based on the least expensive method.
4. Travel-related costs shall be reimbursed, including the following. (Receipts for expenditures should be obtained whenever possible.)
 - a. Ground transportation in conjunction with air travel.
 - b. Hotel or lodging at the single-occupancy rate.
 - c. Tips for services.
 - d. Meals and non-alcoholic beverage (suggested limits: breakfast: \$8; lunch, \$12; dinner, \$29).
 - e. Airport parking.
 - f. Office expenses (postage, phone calls, copying charges, etc.).
 - g. Toll charges.
5. Non business-related expenditures shall not be reimbursed, for example:
 - a. Bar bills.
 - b. Entertainment (movies, sporting events, etc.).
 - c. Personal convenience items (newspapers, magazines, cigars, cigarettes, etc.).
 - d. Expenditures for spouses, companions, or other accompanying travelers.
6. An advance against expenses may be requested and shall be authorized, provided that the requested amount does not exceed the anticipated expense.
7. Board members, staff members, field representatives, and area directors are expected to assume responsibility for expenses in connection with attendance at meetings of their home chapters.

The following guidelines relate specifically to the regional board member:

1. The regional board member's expenditure area is the region. Payment for travel and other expenditures incurred within the region is made at the regional board member's request.
2. Travel outside the region is reimbursed, provided such travel is authorized by the international board.

The following guidelines relate specifically to area directors and field representatives:

1. The area director or field representative's expenditure area is defined by his/her assigned geographic area of responsibility. Payment for travel and expenditures within this area is made on approval by the international office.
2. Reimbursement for travel outside an area director or field representative's area is authorized for area-sponsored activities and the meetings of the international board, area directors, and/or field representatives (as applicable). Reimbursement for other travel outside the area is made provided such travel has been authorized by the international office.