



Expense Reimbursement Information

We seek to be good stewards of the Lord's resources and ask your assistance in helping control our costs. Itemized receipts are required for all reimbursements. Reimbursement requests must be made **within 90 days of the meeting**.

Transportation: Please try to keep your total transportation cost to \$400. Contact us in advance of booking your travel if you find that limit to be unfeasible.

Air Travel

--Please make your airline reservations well in advance, making every attempt to avoid extra fees. Seat upgrades and baggage fees for your convenience are at your expense. If your flight is over \$400, please get prior approval before booking the flight by emailing events@pcanet.org.

If flying Delta, please use Meeting Event Code NY3H2 for possible discount and benefit to PCA Administrative Committee.

Airport Transportation

-- We have a list of shuttle providers that serve our area: <http://www.pcaac.org/airport-shuttles/>. The shuttle's current price is \$85 each way.

--Rideshare options like Uber or Lyft may also be cost effective.

--Rental cars from the Atlanta airport may also be cost effective, especially if two or more attendees are sharing the vehicle. Please be sure to include their names with your reimbursement.

Driving

-- Renting a car is often less expensive than reimbursing mileage (of more than 70 miles/day of meeting length) when driving from home. Considering higher meeting attendance and the current mileage reimbursement rate for personal vehicle use, we seek your cooperation in reducing automotive transportation expenses.

Food and Beverage

-- In most cases, the Administrative Committee will make all meeting meal arrangements. When traveling to and from the meeting, we normally apportion \$15 for breakfast or lunch and \$25 for dinner (inclusive of dessert and drinks). We will not reimburse alcohol. If submitting a meal receipt for more than just yourself, be sure to include each person's name for accurate reimbursement. **It is important to supply the itemized restaurant meal receipt, not just the credit card receipt, to provide adequate detail to substantiate the reimbursement.**

Lodging

-- Normally we do not cover lodging en route to or following our meetings without prior authorization. All lodging at our meetings is provided by the Administrative Committee.

Thank you for helping the PCA Administrative Committee as we try to steward the resources with which we are entrusted. If you have any questions, please email events@pcanet.org.



**ADMINISTRATIVE
COMMITTEE PCA**

Expense Reimbursement Form

Pay To: _____
Please print _____ Please sign _____

Name if different than Pay To: _____

Address: _____

Phone: _____ Email: _____

DIRECT DEPOSIT: Reimbursements are paid through direct deposit by our third party provider BILL.
The email address provided will receive a message with direct deposit instructions.

Meeting: _____
Location: _____ Purpose: _____ Date(s): _____

Individuals wishing to contribute their expense charges to the Administrative Committee (AC) may do so by completing the Reimbursement Form and returning it with the "yes" box checked below. A proper receipt will be issued.

Please contribute my expenses to the AC ☐ Yes ☐ No

Air Travel	\$	_____
Mileage _____ at \$0.70 per mile		_____
Train, Bus, Ride Share, and Parking		_____
Meals		_____
Lodging		_____
Other (explain)		_____
TOTAL		\$ _____

- Notes:**
- (1) Receipts are needed for reimbursement.
 - (2) We will reimburse expenses pertaining to PCA business: air travel up to \$400, ground travel up to \$400, and food expenses up to \$45 per day. Please be prepared to cover any personal expenses.
 - (3) **Submit reimbursement form with receipts within 45 days of the meeting.**

Submit form to: **Email** events@pcanet.org
Mail 1700 N Brown Rd, Suite 105, Lawrenceville, GA 30043

Office Use Only:

Air Travel (5310) _____; Ground Travel (5360) _____; Meals (5480) _____; Lodging (5420) _____; Professional Services (5860) _____

1.22.2024