PENNSYLVANIA BAR INSTITUTE
*Continuing Education Arm of the Pennsylvania Bar Association*
BRINGING EXCELLENCE TO CLE
5080 Ritter Road ● Mechanicsburg, PA 17055 ● (800)932-4637 ● (717) 796-0804 ● FAX (717) 796-2348

# EXPENSE REIMBURSEMENT VOUCHER

*(Please complete and return to the Institute's office along with all receipts.*)*

Suggestions herein for submitting this form follow requirements of the Internal Revenue Code and Treasury Regulation and their observance will minimize income tax accounting procedures for recipients of reimbursement expenses and for the Institute.

**1. Course Title:** _____ **Project #:** _____
*(PBI Use Only)*

**2. Other purpose for which expended:** _____

**3. Expenditures:**

| | Date | Date | Date | Date | Date | Totals |
|---|---|---|---|---|---|---|
| A. Food | | | | | | |
| B. Hotel or Other Lodging | | | | | | |
| C. Local Transportation | | | | | | |
| D. Gratuities | | | | | | |
| E. Miscellaneous: | | | | | | |
| Tolls: | | | | | | |
| Parking: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| F. Transportation: From:_____ to _____and return. Means: _____Mileage: ** _____(miles) x .45 = | | | | | | |
| **TOTAL** | | | | | | |

4. Total amount for which reimbursement is requested: $ _____Date: _____

Name _____

Address _____

_____

Approved _____
Program Attorney

Signature _____

*If expenses were incurred for others, please indicate on reverse side type, date, amount and purpose, and names and relationship to the Institute of such other persons. Expenses for spouses are not reimbursable unless authorized for a special purpose in advance. If authorized, such expense should be designated with the letter "s" and the reimbursement will be reported by the Institute on Treasury Form 1099.

**To be given only where transportation is by personal automobile. Reimbursement is at the rate of 45 cents per mile.

**PBI POLICY ON REIMBURSEMENT OF TRAVEL EXPENSES**

The Pennsylvania Bar Institute will reimburse its faculty member's reasonable travel expenses, including mileage, parking, meals, and hotel sleeping rooms.

Please submit original receipts (not credit card receipts) for any expenses for which you are seeking reimbursement.

We cannot reimburse personal expenses such as in-room movies, bar bills, or telephone calls.

Where possible, PBI will arrange for hotel sleeping room charges (only) to be direct billed to the Institute. We provide an expense reimbursement voucher to be completed regarding the other reasonable travel expenses described above. 4/08