

Pennsylvania State Chapter

Expense Reimbursement policy

- All requests for reimbursement must be supported by original itemized receipts.
- Reimbursements for meals will be capped at \$10/person for lunch; \$25/person for dinner.
- Purchase of alcoholic beverages will not be reimbursed
- If requesting reimbursement for a meal during travel time, there should be a minimum of 4 hours travel between home and your destination.
- Mileage will be reimbursed at the current IRS mileage rate. The treasurer will update expense reports with current mileage rate in January. That rate will remain in effect the entire calendar year.
- Requests for reimbursement must be made within three months of incurring the expense.

Pennsylvania Board Members

- State board members will be reimbursed for travel and meal expenses for board meetings, official visits, spring workshops and convention.
- Housing expenses for official visits or spring workshops will not be reimbursed by the state. The local chapter being visited or the chapter responsible for the spring workshop will provide lodging for the visiting officer if needed.

Proxy Organizers/Spring workshop leaders:

- P.E.O. members who act as proxy organizers or members who are spring workshop leaders will be reimbursed for travel and meal expenses.

Members of convention

- Convention registration, meals and lodging fees for State chairs for P.E.O. International Philanthropies, State Chairs for P.E.O. Pennsylvania Philanthropies, Standing Committee Chairs, Communication Editors and Convention Coordinators are paid from the Convention treasury. Travel expenses to and from convention are not reimbursed.
- The convention committee treasury pays for one night of lodging for the past state presidents and local chapter delegates. The PSP's pay for their meals and travel. The local chapter pays for meals and travel expenses for their delegates.

Convention Appointments

- Pennsylvania bylaws, convention handbook and any relevant International manuals should be consulted when determining whether convention expenses are paid for special appointments. (guards, pages, song leaders, etc.)
- In instances where convention registration, meals and lodging fees are paid for appointments by the state chapter, travel expenses will not be reimbursed.

Points not considered by these guidelines will be determined at the discretion of the state executive board.