

PO Box 1000  
Eau Claire, WI 54702-1000



Phone: 1-800-844-8260  
ext 6377 for Jen or 8138 for Geri

2026 REIMBURSABLE EXPENSES Dept: \_\_\_\_\_

Please return form w/ detailed copies of receipts showing pymt method within 30 days of seminar or expenses may not be reimbursed.

Seminar State & Title: \_\_\_\_\_ Event Code: \_\_\_\_\_  
Speaker Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Date Expense Incurred									TOTAL \$\$
Hotels (Room + Taxes Only)									\$ -
Airfare/ Baggage Fees									\$ -
Ground Transportation (Taxi, Shuttle, Train, etc)									\$ -
Rental Car									\$ -
Gas for Rental Car									\$ -
Parking									\$ -
Tolls									\$ -
Miscellaneous (please add note)									\$ -
Miles driven w/personal car (2026 IRS Mileage Rate \$ 0.725)								Total Miles X .725 =	\$ -

Standard Per Diem Rate Calculation:			
Speaking/Travel Day (Full) @\$ 75 + Speaking/Travel Day (Half) @ \$ 50			
Per Diem Rate	Rate	# of Days	Total
Full Speaking or Travel Day	\$75.00		\$0.00
Half Speaking or Travel Day	\$50.00		\$0.00

<b>SUBTOTAL:</b>	\$ -
Per Diem Total	\$0.00
<b>TOTAL DUE:</b>	\$ -

Rev 12/2025

**SCAN & EMAIL with PDF receipts to: [expenses@pesi.com](mailto:expenses@pesi.com)**  
**OR FAX TO: 715-855-8139**  
For add'l copies of this form & FAQ's, go to: [www.pesi.com/speakerinfo](http://www.pesi.com/speakerinfo)

<b>Finance Use Only:</b>	
Purchase Order #	
Paid Date:	

Add Special Travel Notes Here:  
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