

PO Box 1000
Eau Claire, WI 54702-1000



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

2023 REIMBURSABLE EXPENSES

Dept: BH

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: TX: DBT Training

Event Code: 90289

Speaker Name: Valued PESI Speaker

Event Dates: 9/11 - 9/13

Date Expense Incurred	9/10	9/11	9/12	9/13					TOTAL \$\$
Hotels (Room + Taxes Only)	\$218.57	\$263.77	\$308.97						\$ 791.31
Airfare/ Baggage Fees									\$ -
Ground Transportation (Taxi, Shuttle, Train, etc)									\$ -
Rental Car				\$325.05					\$ 325.05
Gas for Rental Car				\$59.31					\$ 59.31
Parking				\$9.00					\$ 9.00
Tolls									\$ -
Miscellaneous (please add note)									\$ -
Miles driven w/personal car (2023 IRS Mileage Rate \$ 0.655)	10.00			10.00				Total Miles X .655 =	\$ 13.10

Standard Per Diem Rate Calculation: Speaking Day (Full) @\$ 75 + Travel Day (Half) @ \$ 50			
Per Diem Rate	Rate	# of Days	Total
Full Speaking Day	\$75.00	3	\$225.00
Travel day before/after IF overnight	\$50.00	1	\$50.00

<u>SUBTOTAL:</u>	\$ 1,197.77
Per Diem Total	\$275.00
<u>TOTAL DUE:</u>	\$ 1,472.77

Rev 10/2023

SCAN & EMAIL TO: expenses@pesi.com
OR FAX TO: 715-855-8139

For add'l copies of this form & FAQ's, go to: www.pesi.com/speakerinfo

Finance Use Only:	
Purchase Order #	
Paid Date:	

Add Special Travel Notes Here: No travel issues for this event.

9/10 flight out @ 1:00 pm
9/13 flight home @ 5:30pm