Approximately 2 months prior to each program, you will receive an email containing an Expense Reimbursement form.

- If you have any changes to Hotel needs please contact Shannon Becker and for AV needs please contact Kimm Hager. You can find email links to the above associates on the Speaker Extranet and on the Speaker Information webpage (www.pesi.com/speakerinfo), or you may call 1-800-647-8079 (Kimm’s extension is 8159, Shannon extension is 8141).

- Please remember to bring your laptop computer with you to the program.

- **REIMBURSABLE EXPENSES form:**
  - After your program, fill in the expense form.
  - Include copies of all itemized receipts when you send the completed form to expenses@pesi.com or fax to 715-855-8139 (Attn: Expense Reimbursement. Please include receipts for prepaid hotels on PESI’s credit card.
  - Questions about reimbursable expenses may be directed to your project planner.