

PENNSYLVANIA SOCIETY OF GASTROENTEROLOGY

400 Winding Creek Blvd., Mechanicsburg, PA 17050
855-918-3611 Fax

FIT POSTER Presenter - Expense Reimbursement Report 2023

Name \_\_\_\_\_ Date(s) Incurred \_\_\_\_\_

Address \_\_\_\_\_

Occasion/Purpose \_\_\_\_\_

Place \_\_\_\_\_ Account No. \_\_\_\_\_ \$ \_\_\_\_\_
\_\_\_\_\_ \$ \_\_\_\_\_

Expense reimbursement maximum of \$400 for one night and a maximum of \$800 for two nights. PSG will not reimburse for meals when a meal was provided by the group for that meal time. We will only reimburse FIT expenses. (with submission of expense form/receipts to cover Friday or Saturday night room and travel expenses)

IRS REGULATIONS REQUIRE THAT ORIGINAL RECEIPTS BE ATTACHED FOR ANY EXPENSE ITEMS OF \$25.00 OR MORE.

Table with columns for expense categories (TRANSPORTATION, HOTEL/MOTEL, MEALS, HONORARIUM, OTHER EXPENSES) and REIMBURSABLE EXPENSES. Includes sub-items like Plane, Train, or Bus, Taxi, Car Rental, Mileage, Tolls, Parking, and a Total row.

These expenses were incurred by me in the fulfillment of my official duties. Personal expenses have been excluded.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date Approved \_\_\_\_\_

Vendor No. \_\_\_\_\_ Voucher No. \_\_\_\_\_

See Reverse for Expense Reimbursement Policy and Detailed Explanation
Detailed Explanation

**Meals:** (itemize costs by meal by day, list name and affiliation of all individuals included in meal charges, explain any unusual charges, include meal gratuities) PSG will not reimburse for meals when a meal was provided by the group for that meal time (i.e. Saturday dinner).

Date	Breakfast	Lunch	Dinner

**Other Expenses (itemize miscellaneous or incidental expenses)**

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**Expense Reimbursement Policy**

**General:** PSG will reimburse members only for normal and reasonable expenses incurred in the fulfillment of official duties. All expenses incurred must be paid directly by the individual member. Direct billing to PSG is not permitted. Expense forms should be typed or printed legibly in ink. Do not use pencil. The signature must also be in ink. A separate expense form should be used for each different occasion or trip.

Expense reports will not be honored unless submitted within 60 days of the date expenses were incurred.

**Transportation:** PSG will pay the cost of round-trip coach fare for plane, train, or bus transport by the most appropriate route between home and place of destination. PSG will reimburse you for round-trip travel by personal automobile at the rate per mile listed on the front of this form, over a direct route from home to the place of meeting as well as for tolls and parking fees incurred in such travel. Rental of mid-sized automobiles and taxi fares will also be reimbursed. Use of personal aircraft is **strictly prohibited**. Use of charter aircraft is discouraged and must be approved in advance.

**Hotel/Motel:** Only single rooms in first class hotels will be paid for by PSG for the period of time required to carry out assigned duties. **A detailed hotel receipt must be attached to this form.** A credit card charge slip is **not** sufficient. All non-room charges must be explained on this form.

**Meals:** All meals are provided for attendees during the conference. This includes the Friday night Welcome Reception, continental breakfasts the mornings of the conference, and lunch. Meals are not reimbursable otherwise. **A detailed meal receipt must be attached to this form.** A credit card charge slip is **not** sufficient. See detail requirements above.

**Other:** Expenses will be paid for the spouse of an official representative of PSG only when the spouse is included in the invitation and/or is expected to assist with the fulfillment of an official responsibility or duty. Miscellaneous or incidental expenses involved in carrying out assigned duties will be paid by PSG, but must be itemized above.

**Gratuities:** Up to fifteen percent (15%) of the cost of services will be paid by PSG when such gratuities are customary. PSG will not reimburse for hotel maid gratuities.

**Exclusions:** The following items will not be reimbursed by PSG: cost of creating/printing of posters, laundry service; movies and other entertainment (including golf green's fees); shoe shines; reading material; personal telephone calls in excess of one per day while away from home overnight; any expenses relating to children including baby-sitting; travel risk insurance (flight insurance); personal facsimile transmission (FAX); and parking/traffic fines.