PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS
908 North Second Street, Harrisburg, PA 17102-3119

EXPENSE REIMBURSEMENT FORM

Please complete the information below for expenses incurred on authorized Society business.
(Receipts must be attached. Attach additional sheets as necessary)

Date	Explanations (Points of Travel: From - To; Mode of Travel, How Many Miles) (Nature of Other Expense, etc.)	Transporation ($0.445/mile)	Breakfast	Lunch	Dinner	Hotel	Other	Total

Submitted by:
(Name/Address)

Date: _____ **TOTAL EXPENSES** _____

Signature: _____

Please Submit Completed Form To:
John Nawn, P.E.
Treasurer, PSPE
150 Allendale Rd Bldg 3 Ste 33
King of Prussia, PA 19406
j.nawn@gaiconsultants.com

Approved by: _____ Date: _____

Deadline: All expenses must be submitted within 90 days of occurrence to receive reimbursement.
Expenses incurred toward the end of the year must be submitted immediately so that they are received in that same year.