

### Sample Planning Council Expense Reimbursement Form

<b>Full Name:</b>	Expenses for: (Month) _____ (Year) _____
<b>Street Address:</b>	<b>OR for:</b> Start Date: (Date) ____ (Month) _____ (Year) ____ End Date: (Date) ____ (Month) _____ (Year) ____
<b>City/State/Zip Code:</b>	
<b>Telephone:</b>	
<b>Email (optional):</b>	
<b>Check one:</b> <input type="checkbox"/> Mail check to the Address above <input type="checkbox"/> Give check to me when ready <input type="checkbox"/> Other	
<b>If you checked Other, explain or provide address:</b>	

Date of Expense	Planning Council (PC) Meeting/Event			Taxi, Ride Share, or Public Transportation			Personal Vehicle: Driving & Parking					Total, Travel	Child Care	Other (specify )	Total Expenses	Receipt/ Proof Attached
	PC Meeting (check)	Committee Meeting (name)	Other (specify)	Taxi/Ride Share (\$)	Buses (\$)	Metro \ Train (\$)	# of Miles	Tolls (\$)	Mileage Rate/Mile	Mileage Subtotal (\$)	Parking (\$)	Travel, Total (\$)	Child Care (\$)	Other (\$)	Total Costs for This Date	Type (s) of Receipt/ Proof Provided (specify)
Col. A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
<i>Example: 11/07/2020</i>	✓	Exec					11	--	0.575	\$6.33	\$7.25	\$13.58	\$35.00	--	\$48.58	<i>Parking, Child Care</i>
									0.575							
									0.575							
									0.575							
									0.575							
									0.575							

*I certify that this reimbursement request is a full and accurate statement of expenses incurred for Planning Council meetings/business.*

Signature:

Date:

**Total Due:**        \$

**For questions, contact: [add name/telephone/email]**

**Submit form to: [add name/address/email]**

## Instructions for Completing the Planning Council Consumer Expense Reimbursement Form

### 1. Provide the information requested near the top of the form:

- In the first column, provide your name, street address, telephone number, and email address (if you have one).
- Planning Council Support will mail your reimbursement to this address unless you provide a different MAILING address in the second column, under Additional Information If Needed, or specify there that you prefer your check to be given to you at a Planning Council or a committee meeting.
- In the second column at the top, under Expenses for (month), provide the calendar month during which you incurred the expenses reported on this form. If the expense form covers more or less than one month, please specify in the Additional Information If Needed box.

### 2. Report expenses using the rest of the form:

- Use this section to report the expenses for which you are requesting reimbursement.
- The best approach is to complete one line of the form after each meeting or activity with expenses, then check and finalize the form at the end of the calendar month.
- The columns are lettered.
- Report expenses separately for each meeting or activity.
- In Column A, put the date of the meeting or other activity.
- Review Columns B, C, and D, and put an X or ✓ in the column listing the type of meeting or other activity you participated in. If you went to a committee meeting (Column C), write in the name of the committee. If you were part of some other activity (Column D), identify it (e.g., Data Presentation, Training, Retreat).
- Use Columns E, F, and G to record your costs for transportation if you used a taxi/ride share, a bus, and/or a commuter train. You may have used more than one – for example, taken the metro and transferred to a bus. That's fine; record the bus cost in Column F and the metro cost in Column G. If you used a taxi or ride share (e.g., Lyft or Uber), put the cost in Column E. (Using a taxi or ride share requires prior approval from PCS staff.)
- Use Columns H, I, J, K, and L to record the costs of driving and parking your personal vehicle. Record the number of miles you drove in Column H, rounding to the nearest mile. Usually this will be a round trip between your home or work place and the location of the meeting or other activity. You should not include mileage for side trips unless you were picking up another consumer. If there were tolls (for a bridge or toll road, for example), record the costs in Column I. Column J is already filled out with the approved per-mile reimbursement rate. This will be either the federal rate or a local rate set by your city or county. Use Column K to record mileage costs, which you calculate by multiplying the number of miles in Column I by the mileage rate in Column J. Use Column L to record parking costs if you had to pay for your own parking.
- Now add up the total costs from Columns I, K, and L and record them in Column M, which shows total travel costs for this meeting or activity.
- Use Column N to record child care costs if applicable. You will need to attach a detailed invoice and receipt for such costs. A sample form that includes all needed information is provided.

- If you had any other reimbursable expense, list and explain it in Column O. Most of the time you will not have anything to record in this column. But perhaps you need to report something like the cost of a meal if you represented the Planning Council at a meeting or other event where food was not provided. Or if you are a committee Chair, perhaps you purchased materials for a meeting, with the prior approval of PCS, like markers or other supplies.
- Add up the total costs from Column M, N, and O, and record that amount in Column P. This shows the total requested reimbursement for that day and that meeting or other activity.
- Receipts or proof of expenditure (such as a valid ticket or pass) are required for taxi/ride share, bus, metro, or commuter train, and for parking, child care, and other expenses. Check Column P to indicate that all the required receipts or other documentation are attached to the form.

**3. Finish recording costs and check your attachments at the end of the month:**

- At the end of the month, be sure you have recorded expenses on a separate line for each meeting or activity. This will usually mean at least one committee meeting and the Planning Council meeting.
- Add the totals in Column P and record the total amount due to you at the bottom of the form, under Total Due.
- Be sure you have all required receipts or documentation of expenses. Check the Policies and Procedures to be sure you are providing what is required.
- Once you have completed the form, sign and date it at the bottom. By signing, you are certifying that the information provided is complete and accurate.

**4. Submit your Expense Reimbursement Form to PCS staff as soon as possible after the end of the month.**

- The form should always be submitted within 30 days after the end of the month during which you incurred the expenses.
- You may mail, scan and email, or hand-deliver the form and attachments. You may bring it with you to the first meeting of the following month if that is most convenient.
- If you don't want your reimbursement mailed to your street address, be sure you indicate where it should be sent or how you want to receive it. That information goes at the top of the form, in the second column, under Additional Information If Needed.
- The sooner you submit the request, the sooner PCS will be able to review the form and arrange reimbursement.

**5. If you have any questions about expenses or about expense reimbursement policies and procedures, how to complete the form, or required attachments, please contact PCS [add name, telephone number, and email].**