

PECG Travel Expense Claim

Instructions for Submitting Travel Expense Claim (TEC) Form

- Download and save the TEC form to your computer.
 - In Google Chrome the *download* button is located in the upper right-hand corner and looks like a down arrow with an underline.
 - Some web browsers may let you *press Ctrl+S on your keyboard* to save the file to your computer.
- Fill in the TEC form with the relevant details of your claim.
- Electronically sign the form through Adobe.
 - If this is your first time signing a form through Adobe you will need to create your electronic signature:
 - Click the “Claimant Signature” box on the TEC form
 - Click “Configure New Digital ID”
 - Click “Create a New Digital ID”
 - Click “Save to File”
 - Enter your Name and Email Address
 - Click “Continue”
 - Apply a Password - Confirm Password
 - Click “Save”
 - Choose the Digital ID you want to use for signing
 - Click “Continue”
 - Enter Password
 - Click “Sign”
 - You will only need to create your Digital ID one time. For all future TECs you will only need to choose your Digital ID and enter your Password.
- You will be prompted to save the TEC again once you click “Sign”.
- Email your completed TEC and all required support receipts to TEC@pecg.org.

The Expense Claim Form may be accessed at: <http://pecg.org/members/expense-claim-form/>