

PECG TEC

Instructions for Submitting TEC Form

1. COMPLETE TEC

- Note: Mileage will automatically be calculated in the *7 TRAVEL box when you enter the appropriate mileage rate and the various mileage in the boxes at the bottom of the form.
- If you are claiming vehicle rental or other means of travel re-imburement, you may over-ride the calculation in *7 TRAVEL box.

2. SUBMITTING BY MAIL:

- When you are finished entering your data, print the form and sign it. **This form cannot be saved.**
- Include any required support receipts.
- Place in envelope and mail to PECG HQ. Pre-paid envelopes can be obtained from PECG HQ if required.

3. SUBMITTING ELECTRONICALLY:

- Scan the signed form and any required support receipts
- Email or fax all documents to PECG at either:

PECG Fax # (916) 446-0489

or

Email: accounting@pecg.org

- Keep the original signed copy for your records.

The Expense Claim form may be accessed at www.pecg.org/Members/TEC.pdf