NORTHERN INDIANA PUBLIC SERVICE COMPANY - EMPLOYEE EXPENSE & REIMBURSEMENT AUTHORIZATION FORM 2023 District Employees, Non-PPS Generation, Clerical

Employee Name:					Job Number:					
Employee ID # & District:					Job Classification:					
									1	
					District Employees Meter Readers (Personal Vehicle Only)					
Date	Account Number/Work Order	Charge to HRI	Meal Money \$16.80 Enter # of Meals (Taxable)	HPIC Meals and Major Storm Meal Per Diem Enter \$ Amount (Taxable) (1)	Personal Vehicle (Mileage paid at IRS Standard \$0.655 - Non- Taxable) (2)	Miles < 25 (Flat rate calculated at 25 miles of IRS standard \$16.38 - Taxable)	· ·		Misc. (Non-Taxable - Attached Receipt Required) ⁽³⁾	Total
	1	Total								
Employee Signature	::			Supervisor (Print Name)						
zmployee signature				Supervisor Signature:						
Date				Date						
(1) Per Article XVI, S	Section 7, 2023 HPIC Breakfast & L	unch - \$15.29, Dinner	- \$16.80. Major & Seve	re Storm Meal Per Diem	Amount per Federal Gov	ernment Lake County N	VI&IE rate - \$64.00			
(2) Per Article XVI, S	Section 14, when employees are re be reimbursed for such operation	equired by the compa	ny to operate their pers	sonal vehicle for any reas		•		er straight or		
	nbursements per CBA, separate M		_							
- Maximum boot all	owance is \$75.00 and one (1) Comrsement for Meter Readers.			m uno nuncey.						
Important Reminde	rs: bmitted no later than bi-weekly.									
•	pany report which is consistent with	timesheets and payroll	records and must be com	pleted accurately. Failure to	o do so may result in correc	ctive action up to and incl	luding termination.			
3.) Please note, per th	ne Internal Revenue Service (IRS), if e edicare; and withholding tax must	xpenses are not submit								
Form processed by:										
Date:			White - Payroll Copy	Yellow - S	upervisor Copy	Pink - Employee	Сору		Revised Date: Effective Dat	December 2022 e: January 2023