**2017 Academy Reimbursement Request**

Please print!

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Check the region you work with |  | Central | 1.5.1 |  | Northern | 1.5.2 |
|  | Eastern | 1.1.6 |  | Northwest | 1.5.5 |
|  | Far Southwest | 1.1.1 |  | Statewide | 3100-500 |
|  | Near Southwest | 1.5.5 |  | Unknown |  |
| Person requesting: |  |
| Phone # |  |
| E-mail: |  |
| Name the check should be made out to: |  |
| Address the check should be sent to: |  |
| Total mileage (to and from conference)(0.535 cents per mile for business miles driven)  |  |
| lodging $91 + tax(hotel receipt required) |  |
| the per diem amount (meals) is $51 (Fredericksburg area) (up to 75% on travelling days). **If food is provided by the hotel you are lodging with or at conference you cannot request funds for those items.** **Breakfast and Lunch will be provided 5/31 and 6/1.**

|  |  |
| --- | --- |
| Breakfast  | $11 |
| Lunch  | $12 |
| Dinner  | $23  |
| Incidentals  | $5 |
| 75% Travel Days  | $38 |

 |  |

Your reimbursement check will be sent as soon as we possibly can! Thank you for coming!