**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!