

===== **PANEL 55 – 2015 REIMBURSEMENT** =====

THE STEPS ARE THE ANSWER TO ANY QUESTION

ASSEMBLY – May 1 - 3, 2015

NAME: (please print) _____

Officer _____ Coordinator _____ Past Delegate _____ Event Chair _____

Roommate: (print) _____

TRANSPORTATION COST (round trip including gas + tolls) _____

FOOD _____

REGISTRATION (\$15) _____

INCIDENTALS (Itemize) _____

TOTAL REIMBURSEMENT: \$ _____

Member's Signature: _____

REIMBURSEMENT GUIDELINES:

HOTEL: Any member staying alone will be required to pay NFA for ½ of room cost.

FOOD: NFA will reimburse \$20. for dinners where applicable. The lunch rate is \$15. and breakfast is \$10. The max for food will be: \$90.00 (\$70. for officers)

GAS and TOLLS: NFA will reimburse actual cost of gas (round trip) and tolls. Please consider ride sharing to save on these expenses.

Contact me with your questions,
Doug Mitchell
Panel 55 Treasurer

[NFA use only: Paid _____ Check # _____]