

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

THE STEPS ARE THE ANSWER TO ANY QUESTION

**AWSC - August 14-16, 2015**

**NAME:** (please print) \_\_\_\_\_

Officer \_\_\_\_\_ Coordinator \_\_\_\_\_ DR \_\_\_\_\_ AISL \_\_\_\_\_ Past Delegate \_\_\_\_\_ Event Chair \_\_\_\_\_

Roommate: (print) \_\_\_\_\_

**TRANSPORTATION COST** (round trip including gas + tolls) \_\_\_\_\_

**FOOD** \_\_\_\_\_

**INCIDENTALS** (Itemize) \_\_\_\_\_

**TOTAL REIMBURSEMENT:** \$ \_\_\_\_\_

Member's Signature: \_\_\_\_\_

**REIMBURSEMENT GUIDELINES:**

**HOTEL:** Any member staying alone will be required to pay NFA for 1/2 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: \$40. (\$30. for those DR's having Breakfast with the Chairperson on Sunday morning {Districts 1, 9 and 12})

**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 # \_\_\_\_\_]