

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

THE STEPS ARE THE ANSWER TO ANY QUESTION

**ASSEMBLY** – October 2 - 4, 2015

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

Officer \_\_\_\_\_ Coordinator \_\_\_\_\_ Past Delegate \_\_\_\_\_ Event Chair \_\_\_\_\_ GIP's \_\_\_\_\_

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

