



2019 Chapter Leadership & Legislative Retreat Travel Reimbursement Form

*Please consult with your chapter executive to verify your eligibility for reimbursement by Corporate. You must have attended the **entire program** to receive reimbursement! Once you have verified that Corporate is your correct reimbursement location, please send this completed form, with your receipts (these may be faxed, scanned or emailed), for reimbursement of hotel accommodations and roundtrip, 21-day advance purchase coach airfare or mileage equivalent.*

Name _____

Chapter _____

Company _____

Make reimbursement check payable to (please check one):

Retreat Attendee Company Chapter

Reimbursement check to be sent to:

Address _____

City, State, Zip _____

Telephone Number _____

E-mail _____

Airfare (one roundtrip coach fare) (Accounting #6816-4704)	\$
Mileage at \$0.58 cents/mi (if driving to conference hotel) (Accounting #6816-4704)	\$
Hotel accommodations (2 nights – Monday, Tuesday) @ \$254.00 per night, plus tax eligible for reimbursement. Chapter Executives are approved for 3 hotel nights. (Accounting #6812-4704)	\$
*Less deductible <i>Attendance at 4 of 5 sessions/Capitol Hill visit - \$375</i> <i>Attendance at 3 sessions/Capitol Hill visit - \$500</i> <i>Attendance at 2 or fewer sessions/Capitol Hill visit - NO reimbursement</i> <i>will be given through Corporate</i> (Accounting #6812-4704)	- \$ _____
Total to be reimbursed	\$

All requests for reimbursement must be submitted to
NAIOP Headquarters no later than **Friday, March 29, 2019**

Return completed forms **with back up** attached to:

gulding@naiop.org OR

Beth Gulding, NAIOP, 2355 Dulles Corner Blvd, Ste 750, Herndon, VA 20171

All reimbursements are subject to completing an evaluation. If you have not received an e-mail including a link to this evaluation please contact Beth Gulding at gulding@naiop.org or 703-904-7100 x109.