Reimbursement Form
For the following delegations:
Core State and Action Networks, Presenters
OJJDP-SAMHSA Site Partners, State Legislators,
New Partner Sites, National Resource Centers

To confirm if you qualify for reimbursement, please contact Jessica Russell Murphy at murphy@juvjustice.org or 202-467-0864, ext 102

DUE: Friday, January 24, 2014
All reimbursements will be processed no later than February 21, 2014

DATE:
DELEGATE NAME:
EMAIL:
PAYEE*:
*To whom check should be made out to
PAYEE MAILING ADDRESS:

Please enter your reimbursement amounts below. ALL receipts must be attached, including travel costs:

- Travel to/from conference: $ 
  * flight, train, driving @ $.555/mile
- Travel to/from airport/train station: $
- Parking at your home airport/hotel: $
- Baggage fees: $
- Per diem, please check applicable dates:
  - Sunday, December 15 (travel day per diem): $53.25
  - Monday, December 16 (breakfast and lunch are provided and will not be reimbursed): $41
  - Tuesday, December 17 (travel day per diem; breakfast and lunch provided be reimbursed): $53.25

TOTAL $ 

TO SUBMIT: Email form with copies of all receipts to: benning@juvjustice.org or mail: Coalition for Juvenile Justice, 1319 F St., Suite 402, Washington, DC 20004

QUESTIONS: Contact Jessica Russell Murphy at 202-467-0864, ext. 102 or murphy@juvjustice.org

For office use only:
Approved amount: _____________________________ Approved by: _____________________________