

# 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](mailto:murphy@juvjustice.org)  
or 202-467-0864, ext 102

# Models for Change

## Eighth Annual National Working Conference



Hosted by  
COALITION  
FOR JUVENILE  
JUSTICE

**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](mailto: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](mailto:murphy@juvjustice.org)

*For office use only:*

Approved amount: \_\_\_\_\_ Approved by: \_\_\_\_\_