



Reimbursement Form

TO QUALIFY FOR REIMBURSEMENT:

- Reimbursement is **not authorized** for anyone whose place of employment is within **60 radial miles** of the place of training.
- Reimbursement is **not authorized** for those individuals employed by private organizations.
- Reimbursement is **only authorized** for one individual per agency and must be the head of that agency, as defined in OCGA 35-8-2.
- You must attend **18 DCGH credit hours** of the planned conference training in order to qualify for reimbursement.

Conference Training listed below:

Monday, July 24th, 8:30am through 5:30pm
 Tuesday, July 25th, 8:30am through 5:30pm
 Wednesday, July 26th, 8:30am through 12:30pm

We must receive your reimbursement request no later than August 25th, 2017.

GACP use only:
 Verified Receipt? Y N
 Verified Agency Head? Y N
 Verified Hours? Y N
 Verified Mileage > 60 miles Y N

Approved/Declined initials

Notes:

Forward this form along with your itemized hotel receipt no later than August 25th, 2017 to:

GACP
 3500 Duluth Park Lane Suite 700
 Duluth, GA 30096

Email: reception@gachiefs.com

or

Fax: 770-495-7872

Law Enforcement Agency: _____

Your Name: _____

Your Title: _____

Agency Mailing Address: _____

City: _____ **Zip:** _____

P.O.S.T. Okey Number: _____

Phone: _____ **Fax:** _____

Signature of Agency Head: _____

⇒ **Lodging: (Itemized receipts for each day lodged are required)**
 \$36.51 per day reimbursement has been approved for the following days:
 Sunday, July 23rd, Monday, July 24th, Tuesday, July 25th
\$36.51 per day x 3 days = \$109.53 Total Hotel Reimbursement

⇒ **Meals: (Receipts for meals are not required. Do not submit to GACP)**
 Sunday, July 23rd (Dinner @ \$17.40)
 Monday, July 24th (Lunch & Dinner @ \$31.32)
 Tuesday, July 25th (Lunch & Dinner @ \$31.32)
 Wednesday, July 26th (Lunch @ \$13.92)
Total Reimbursement for Meals = \$93.96

Lodging = \$ _____

Meals = \$ _____

Total Reimbursement Requested = \$ _____
 (Not to exceed total amount of \$203.49)