



Reimbursement Form

2018 Winter Training Conference

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 the **14** hours of the planned conference training in order to qualify for reimbursement.

Planned 14 Hours of Conference Training is listed below:

Monday, February 5th, 1pm through 5pm
Tuesday, February 6th, 10am through 5:30pm
Wednesday, February 7th, 8am through 12pm

We must receive your reimbursement request no later than March 5, 2018.

GACP use only:

Verified Receipt? Y / N
Verified Agency Head? Y / N
Verified Hours? Y / N
Verified Mileage > 60m? Y / N

Approved / Declined By:

Initials

Notes:

Forward this form
along with your
itemized hotel receipt
no later than March 5, 2018

to

GACP
3500 Duluth Park Lane
Suite 700
Duluth, GA 30096

by email:
membership@gachiefs.com

or fax: 770-495-7872

Law Enforcement Agency: _____

Chief/Head of Agency Contact: _____

SSN: _____ **Address:** _____

City: _____ **Zip:** _____

Phone: _____ **Fax:** _____

Signature of Agency Head: _____

⇒ **Lodging: (Itemized receipts for each day lodged are required)**
\$36.63 per day reimbursement has been approved for the following days: Monday, February 5, 2018 and Tuesday, February 6, 2018.
\$39.63 per day x 2 days = \$79.26 Total Hotel Reimbursement

⇒ **Meals: (Receipts for meals are not required. Do not submit to GACP)**
- Monday, February 5th (Lunch & Dinner @ \$30.00)
- Tuesday, February 6th (Lunch & Dinner @ \$30.00)
- Wednesday, January 7th (Lunch @ \$12.00)

Total Reimbursement for Meals = \$72.00

Lodging = \$ _____

Meals = \$ _____

Total Reimbursement Requested = \$ _____

(Not to exceed total amount of \$151.26)