

LUGPA

875 N. Michigan Avenue, Suite 3100 Chicago IL 60611
(312)794-7790

TRAVEL EXPENSE REIMBURSEMENT REQUEST

NAME (PRINT) _____ Group Practice Name _____

SEND CHECK TO: _____
STREET

_____ CITY STATE ZIP

PURPOSE OF TRAVEL _____

TRAVEL EXPENSES								
CITY	FROM:	TO:	TO:	TO:	TO:	TO:	TO:	TOTAL
DATE								
AIRFARE or Milage if driving in lieu of flying								
HOTEL-ROOM								
TOTALS								
TOTAL REIMBURSABLE								

→ I CERTIFY THAT THIS STATEMENT IS TRUE: _____ DATE: _____
(SIGNATURE)

LUGPA CEO APPROVED : _____ DATE: _____

FOR STAFF USE ONLY								
PROGRAM OR PROJECT #								
ACTIVITY #								
SUB-ACTIVITY #								

FOR ACCOUNTING USE ONLY	
CHARGE TO:	
APPROVED:	

INSTRUCTIONS

Travel Reimbursement forms are to be submitted **within 30 days** of the event/activity/trip in which the expense(s) occurred.

- Please enter dates at the head of the appropriate column.
- Purpose of travel – include the city where the Regional Meeting was held, eg, Las Vegas.
- Receipts are to be attached for all expenditures.
- Actual travel expense for hotel and airfare only will be reimbursed up to \$1000. No other expenses will be reimbursed. If you drive to the meeting in lieu of flying, you may request a milage reimbursement at the current IRS rate of 53.5 cents/mile. Do not include any mileage once you have arrived at your destination, or mileage to and from your local airport.
- Eligible hotel room expenses are for the meeting dates only (Friday and/or Saturday). Extra nights are not eligible for reimbursement. Hotel expense includes room, tax and any mandatory resort fee.
- No other expenses for ground transportation, car rental, meals, incidental hotel charges, such as movies, spa, entertainment will be reimbursed.
- You must attend the regional meeting events to be eligible for reimbursement.
- Form and receipts may be sent by email to: Celeste Kirschner, ckirschner@lugpa.org or by mail to Celeste Kirschner, LUGPA, 875 N. Michigan Avenue, Suite 3100. Chicago, IL 60611