



COPAS Colorado

Travel Expense Reimbursement Form

COPAS Colorado supports and encourages members to attend national conferences. To assist with the costs, COPAS Colorado **may** reimburse National Board of Directors members from Colorado, up to two COPAS Colorado Board of Directors members, and one (1) committee representative from each committee with a corresponding National committee. Approval from the COPAS Colorado Board of Director is required prior to incurring travel expenses. Please complete this travel expense reimbursement form and email it with supporting documentation to the current COPAS Treasurer.

Allowable expenses are:

- 1 Conference registration fees;
- 2 Transportation to and from the airport and/or airport parking fees;
- 3 Airfare;
- 4 Hotel accommodations for the night before the conference and through the last day of the conference;
- 5 Food per diem up to \$25 per day;
- 6 Reimbursable expenses are limited to \$800 maximum; copy of receipts are necessary on items over \$25;
- 7 Entertainment not included with your registration is not allowable.

Please Remit to (please check one): Reimburse Member Directly
 Reimburse Member Company

COPAS MemberCompany

Mail Reimbursement Check To Address: _____

Mail Reimbursement Check To Address Line 2: _____

City, State ZIP _____

	Date	Vendor	Purpose of Expense	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Total Expenses:	-
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Total Reimbursement: \$	-
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