



# 2024 NON-JUDGE REIMBURSEMENT REQUEST FORM

Please use this form for the Seattle Annual Conference

\*\*\* PLEASE ATTACH ALL RECEIPTS\*\*\*

Please email to [TEAM@NCBJ.ORG](mailto:TEAM@NCBJ.ORG) by October 30, 2024

Late submissions cannot be accepted.

Please check the box next to your conference role – only these groups are reimbursed for travel:

NCBJ Speaker

NCBJ Award Winner

Education Committee Member

Speakers from for-profit firms are not reimbursed for travel or hotel but have early-bird registration reduced to \$500.

NAME:

ROLE:

MAIL CHECK TO:

### REIMBURSABLE TRAVEL EXPENSES:

Academic, non-profit, and government employees serving as speakers or moderators at plenary or concurrent NCBJ programs or as members of the Seattle Education Committee, will receive two (2) nights hotel reimbursement at the NCBJ standard room rate and a registration waiver.

The above groups will also receive a travel reimbursement of up to \$500 for only COACH, NON-REFUNDABLE airfare, train fare, or car mileage at the GSA-allowed mileage reimbursement rate of 67 cents to a hub airport or to the Conference destination and ground transportation in the conference city between airport and hotel.

Meals, baggage, home airport parking, home ground transportation services, and optional resort fees will not be reimbursed. NCBJ reserves the right to require that hotel rooms be billed to the NCBJ Master Account or that NCBJ provides a complimentary room in lieu of reimbursing the speaker.

### ITEMIZED EXPENSES:

**Airfare/Rail:** There is a \$500 cap for air/rail including other expenses or 67 cents per mile in lieu of airfare. \$ \_\_\_\_\_

**Other Allowable Travel Expenses:** Conference City ground transportation to/from airport (if within the \$500 total travel allowance) – please specify below. \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Hotel:** To meet the requirements of our contracted room block, we can only reimburse Hyatt Regency Seattle hotel reservations. Hotel expenses are reimbursed at the rate of \$370 per night for non-judges. Basic Internet is free for Hyatt members. Feel free to join the World of Hyatt. \$ \_\_\_\_\_

*\*NCBJ reserves the prerogative to provide a complimentary room to speakers or award winners in lieu of reimbursement. Please provide your hotel receipt with a reimbursement request.*

TOTAL REIMBURSEMENT REQUEST: \$ \_\_\_\_\_