2025 NON-JUDGE REIMBURSEMENT REQUEST FORM

Please use this form for the Chicago Annual Conference
*** PLEASE ATTACH ALL RECEIPTS****
Please email to TEAM@NCBJ.ORG by October 17, 2025
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 $550.

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 Chicago 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 70 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/Milage: Coach airfare, train fare, or 70 cents per mile in lieu of air or train fare. $_____

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 Marriott Marquis Chicago hotel reservations. Hotel expenses are reimbursed at the rate of $287 per night for non-judges. Basic Internet is free for Marriott Bonvoy members. Feel free to join Marriott Bonvoy. **Please provide your hotel receipt with a reimbursement request.* $_____

TOTAL REIMBURSEMENT REQUEST: $_____