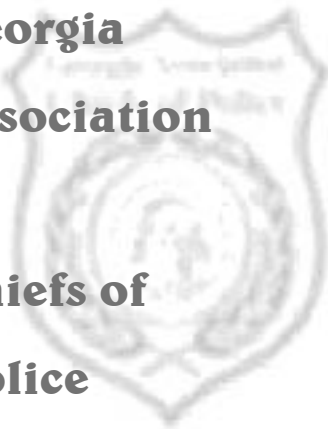


**Georgia
Association
of
Chiefs of
Police**



**Reimbursement Form
2009 Summer 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 16 hours of the planned conference training in order to qualify for reimbursement.

Planned 16 Hours of Conference Training is listed below:

Monday, July 13th, 8:30 am — 12:30 pm
 Tuesday, July 14th, 8:30 am through 5:30 pm
 Wednesday, July 15th, 8:30 am — 12:30 pm

We must receive your reimbursement request no later than August 17, 2009.

GACP use only:

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

Approved/Declined initials

Notes:

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)**
 \$41.97 per day reimbursement has been approved for the following days:
 Sunday, July 12th, Monday, July 13th, Tuesday, July 14th
\$41.97 per day x 3 days = \$125.91 Total Hotel Reimbursement
- ⇒ **Meals: (Receipts for meals are not required. Do not submit to GACP)**
 Sunday, July 12th (Dinner @ \$20.00)
 Monday, July 13th (Breakfast, Lunch & Dinner @ \$36.00)
 Tuesday, July 14th (Breakfast, Lunch & Dinner @ \$36.00)
 Wednesday, July 15th (Breakfast & Lunch @ \$16.00)
Total Reimbursement for Meals = \$108.00

Forward this form
 along with your
 itemized hotel receipt
 no later than
August 17, 2009 to:

GACP
 3500 Duluth Park Lane
 Suite 700
 Duluth, GA 30096
 Fax: 770-495-7872

Lodging = \$ _____

Meals = \$ _____

Total Reimbursement Requested = \$ _____
 (Not to exceed total amount of \$233.91)