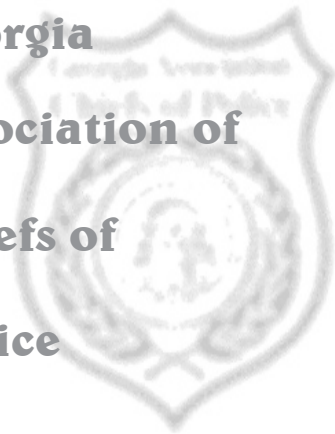


Georgia
Association of
Chiefs of
Police



Reimbursement Form
Winter Training Conference 2008

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 12 hours of the planned conference training in order to qualify for reimbursement.

Planned 12 Hours of Conference Training is listed below:

Monday, February 18th, 1:00pm - 5:00pm

Tuesday, February 19th, 1:00pm - 5:00pm

Wednesday, February 20th, 8:00am - 12:00pm

- We must receive your reimbursement request no later than Wednesday, April 23rd, 2008, in order to stay within the 60 day deadline. Checks will be distributed around that time.

GACP use only:

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

Approved/Declined initials

Notes:

Law Enforcement Unit: _____ Chief/Head of Agency Contact: _____ SSN: _____ Address: _____ City: _____ Zip: _____ Phone: _____ Fax: _____ Signature of Agency Head: _____
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- ✓ **Lodging: (Itemized receipts for each day lodged ARE required)**
 \$68.16 per day reimbursement has been approved for the following days:
 Monday, February 18th and Tuesday, February 19th
\$68.16 per day x 2 days = \$136.32 Total Hotel Reimbursement
- ✓ **Meals: (Receipts for meals are NOT required)**
 Monday, February 18th (Dinner @ \$15.00)
 Tuesday, February 19th (Breakfast, Lunch & Dinner @ \$28.00)
 Wednesday, February 20st (Breakfast & Lunch @ \$13.00)
Total Meal Reimbursement = \$56.00

Please note: Meals are only reimbursable if lodging is authorized & incurred

Total Maximum Conference Reimbursement = \$192.32

Lodging = \$ _____ Meals = \$ _____ Total Reimbursement Requested = \$ _____

AFTER FORM IS COMPLETED, FORWARD FORM ALONG WITH ITEMIZED HOTEL RECEIPT NO LATER THAN APRIL 23rd, 2008 to:

GACP
 3500 Duluth Park Lane
 Suite 700
 Duluth, GA 30096