

NE FYSPRT TRAVEL REQUEST

It is the policy of the NE FYSPRT to support travel from Adams, Ferry, Okanogan, Pend Oreille or Stevens Counties for any member who participates in the NE FYSPRT monthly meetings of the general membership and to also support travel of the NE FYSPRT leads or others as applicable to attend the statewide FYSPRT meetings or other meetings held outside Spokane County.

Round trip mileage will be reimbursed at the current Government Services Administration (GSA) rate.

For any member traveling more than 150 miles round trip, a hotel room will be provided the night before the meeting.

Please complete all information and submit your request to Tammy Crider, Office Manager, Passages, 1700 S Assembly St, Suite 300, Spokane, WA 99224 or email the completed request to [Deanna Matney dmatney@passagesfs.org](mailto:Deanna.Matney@passagesfs.org). All completed requests must be received at a minimum five business days prior to the scheduled meeting.

Name: _____

Address: _____

Phone: _____ email: _____

Yes No I request a hotel room as I am traveling more than 150 miles round trip I understand hotel, taxes and fees will be paid for by NE FYSPRT.

Yes No I request mileage reimbursement

If requesting mileage reimbursement, your mileage check will be provided to you at the meeting. Mileage will be calculated roundtrip from the address listed above to Passages at 1700 S Assembly St, Spokane, WA or other location if the NE FYSPRT meeting is held at an alternate location. Mileage will be calculated using internet map search engines.

Completed by NE FYSPRT Administrative Staff:

Date of NE FYSPRT meeting _____

Costs reimbursed:

Hotel \$ _____ Mileage \$ _____ Air fare \$ _____ Per Diem \$ _____

Bookkeeper Signature/Date