It is the policy of the NE FYSPRT to support travel from Adams, Ferry, 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** [**tcrider@passagesfs.org**](mailto:tcrider@passagesfs.org)**.** All completed requests must be received at a minimum five business days prior to the scheduled meeting.

Name: Enter Name here.

Address: Enter Address here.

Phone: Enter Phone number here.

Email: Enter Email here.

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 FYPSRT meeting: Enter date here.

Costs reimbursed:

Hotel: $ 0 Mileage: $ 0 Air far:e $ 0 Per Diem: $ 0

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Bookkeeper Signature/Date