Emerging Leader Grant – Travel Reimbursement Form

Please complete this Travel Reimbursement Form and return with receipts to Cooper Hoffmeyer via email at choffmeyer@nahb.org **within 30 days of the end of the event.**

NAME	
NAHB PIN#	
ADDRESS	
PHONE	
EMAIL	
EVENT	
LOCATION	
ARRIVAL DATE	
DEPARTURE DATE	

Expenses Requested

Due to auditing requirements, a copy of your airline ticket, train ticket or mileage map, and receipts for other expenses must be attached. If not attached, your reimbursement may be delayed. NAHB will reimburse for automobile mileage if a personal car is used or for train fare only when it is less than or equal to the cost of reimbursable airfare (map needed).

Travel: Roundtrip coach airfare (at least 14 days advance purchase, receipt required); roundtrip train fare (receipt required); or roundtrip auto mileage (_____@$0.655 per mile). $ _____

Hotel: Four night maximum. Only room fee and taxes will be reimbursed. You are responsible for all other charges on your bill.
**Per NAHB policy, only the amount at the designated room block per night (or less) will eligible for reimbursement.* $ _____

Meals: Meal expenses will be reimbursed against the stipend for travel and meeting days and up to the following amounts.
*Breakfast $20, Lunch $20, Dinner $40 $ _____

Total Car Rental or Ground Transportation to and from airport and/or to attend meetings: At cost (receipts required). $ _____

Total Due: $ _____
(Maximum Reimbursement up to stipend of $1000)

_____
(Member Signature and Date)