



Northwest Public Power Association

Engineering & Operations Conference and Tradeshow April 22-23, 2009
Spokane, Washington

Student Program Reimbursement Process

For the 2009 Student Program each student will be reimbursed the expenses listed below by check from Northwest Public Power Association within four weeks of receipt of all required information for reimbursement. You will be called or emailed if any required information is missing.

Expenses that will be reimbursed will vary by student depending upon the method and distance that each has to travel. The key to the reimbursement of all of your trip expenses is to keep detail records and all of your receipts.

Students' will be reimbursed for the following costs if original receipts for each expense is provided as well as a completed Student Program Reimbursement Form (see separate attached): Students' will be reimbursed for the following costs (up to a maximum of \$630 per student) if original receipts for each expense are provided, as well as a completed Student Program Reimbursement Form (see separate attachment).

- A. Student must attend the entire Student Program on April 23, 2009 from the morning orientation meeting to the banquet. The student Program Dinner on April 22nd is optional.
- B. Airfare to and from E&O subject to:
 - a. Only non-refundable coach fares receipts will be reimbursed
 - a. Air fares will be reimbursed up to a maximum of \$300 per student.
- C. Rental cars in Spokane will not be reimbursed.
 - a. Suggestion: You can catch the **free** Doubletree Hotel shuttle to and from the Spokane Airport. Contact the hotel at 509-455-9600 for a ride
- D. Mileage will be paid at \$0.55 per mile up to a maximum of \$300 for those driving versus flying.
 - a. Only miles to and from your location and the Spokane Convention Center will be reimbursed as determined using MapQuest.
- E. Up to \$50 per day (2 day maximum) for meals on your travel days will be reimbursed if original receipts are submitted.
- F. "Standard room" Doubletree City Center hotel charges and taxes will be reimbursed subject to:
 - a. You must register for your hotel room by March 18, 2009 and mention that you are with the NWPPA conference to receive the lowest rate.
 - b. Room service or other charges to your hotel room will not be reimbursed
- G. Parking at Spokane Convention Center will be reimbursed if driving to and from the E&O
 - a. Reminder: If you fly to Spokane, rental cars will not be reimbursed because free transportation to and from the hotel is available.
- H. Parking at your home airport will be reimbursed if flying to Spokane, with the submission of your original parking receipt

Your sponsoring company and NWPPA wish to make your experience as pleasant as possible so please call Scott Lowry or Gregg King at NWPPA 360-254-0109 if you have any questions or concerns about the reimbursement of your expenses.

**Northwest Public Power Association
Attn: 2009 E&O Student Program
9817 NE 54th Street, Suite 200
Vancouver, Washington 98662**

More on NWPPA?

<http://www.nwppa.org/web/about/about.shtml>

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