



Northwest Public Power Association

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

### Student Program Reimbursement Form



<b>Student Name:</b>	<b>Mailing Address:</b>
	<b>Phone:</b>
	<b>Email:</b>

**INSTRUCTIONS:**

For the 2009 Student Program each student will be reimbursed by NWPPA for the expenses listed and incurred below. Please complete the form and mail it and your original receipts to the address below. Be sure to make a copy of each receipt and of your completed expense form for your records. Questions? Contact NWPPA - Scott Lowry at 360-254-0109

Date	Location	Expenses (Original receipts for each expense must be sent to NWPPA for reimbursement)	Cost
4/22/09		Airfare to and from E&O - rental cars in Spokane will not be reimbursed- take free Doubletree Hotel shuttle	
		Mileage at \$0.55 per mile, to and from E&O. Reimbursement limited to \$300 for combined (to and from) miles	
		Meals during travel to E&O - up to \$50 per day may be reimbursed with receipts	
		Meals during travel from E&O - up to \$50 per day may be reimbursed with receipts	
4/22/09	Spokane, WA	Standard hotel room and taxes - Room service or other charges to hotel room will not be reimbursed	
4/23/09	Spokane, WA	Standard hotel room and taxes - Room service or other charges to hotel room will not be reimbursed	
4/22/09		Parking at Spokane Convention Center	
4/23/09		Parking at Spokane Convention Center	
		Parking at home airport if flying into Spokane	
		Other (please list):	
		<b>TOTAL</b>	\$ -

**Original receipts are required for reimbursement**

**Mail your expense report with your original receipts to:**

Northwest Public Power Association  
 Attn: 2009 E&O Student Program  
 9817 NE 54<sup>th</sup> Street, Suite 200  
 Vancouver, Washington 98662  
 Phone: (360) 254-0109  
 Fax: (360) 254-5731  
 Email: [SLOWRY@NWPPA.ORG](mailto:SLOWRY@NWPPA.ORG)

**Name (please print):**

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**Signature:**

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**Date Signed:**

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