

## NCS2017 REIMBURSEMENT REQUEST

<b>MAKE CHECK PAYABLE TO:</b>
Name
Address
City, State ZIP
Email:
<b>DATE SUBMITTED:</b>
Date

**Please remember: We request that partnering organizations cover their own hotel and travel expenses when possible to help us remain fiscally responsible. We will only cover reasonable expenses.**

Date	Description of Expense (Airfare/train reservation, hotel, taxis, parking, etc.)	Amount
<b>TOTAL</b>		

\_\_\_\_\_  
 Signature of Person Requesting Reimbursement

*The Washington, DC-based Poverty and Race Research Action Council ([prrac.org](http://prrac.org)) serves as the National Coalition on School Diversity's ([school-diversity.org](http://school-diversity.org)) fiscal sponsor. Please note we have a new address!*

<b>PLEASE FORM &amp; RECEIPTS TO:</b>
Poverty & Race Research Action Council (PRRAC) Attn: National Coalition on School Diversity 740 15th Street NW, Third Floor Washington, DC 20005 Email: <a href="mailto:gchirichigno@prrac.org">gchirichigno@prrac.org</a>
<b><u>Please make sure to attach your receipts!</u></b>

Reimbursement guidelines:

- Please do not purchase a travel itinerary that exceeds \$250 (if you are w/in 250 miles of NYC) and \$400 (if you are over 250 miles away from NYC) without prior authorization by NCS2017.
- NCS2017 will pay hotel costs directly. (Do not book a hotel room on your own!)
- NCS2017 cannot reimburse meal costs or hotel incidentals, but we will reimburse (within reason) expenses incurred traveling to/from the airport/train station, to/from conference activities, etc.