

WaterNow Alliance is pleased to offer limited travel funding for transportation and hotel accommodations as a courtesy to Alliance Members and speakers who attended Tap into Resilience: WaterNow Alliance’s Annual Summit in Philadelphia on April 15th – 16th, 2020.

Hotel Accommodations: If you are staying at the Inn at Penn on the evening of April 15th, the cost of your room & tax will be covered directly and no reimbursement information is needed. Additional expenses incurred during your stay are **not** eligible for reimbursement.

Transportation: Airfare to/from Philadelphia International Airport **or** Amtrak travel will be reimbursed **up to \$250**.

Instructions:

1. Fully complete the expense reimbursement form provided and save as “*Last Name, First Name, Date of Submission, Summit Reimbursement*”. See diagram below.
2. Include all applicable receipts for airfare or Amtrak.
3. Forms & receipts should be emailed to Georgia Beesemyer (gb@waternow.org). If you’re unable to email this form and accompanying receipts, please mail to: Trust for Conservation Innovation, 405 14th Street Suite 164, Oakland, CA 94612.
4. Deadline to submit reimbursement requests is **February 15th, 2020**.

Please Note:

1. Parking, driving mileage, ground travel to and from airports, meals, snacks, taxis, public transit and other incidental expenses are **not** reimbursable
2. Only one reimbursement for per attendee will be accepted
3. Expected remittance time is 3-4 weeks

EXPENSE REIMBURSEMENT FORM					
FOR INTERNAL USE			Form updated		4/3/19
TCI Project:	WaterNow	PREFERRED PAYMENT METHOD (For Internal Use)			CHECK
Funder Code:	WaterNow WNA Core Funding				
Program Code	Summit 2020 (1167)				
MAKE PAYMENT TO:					
Name:		1. Fill in personal information for payment (check will be remitted to this address)			4. Add the page number of associated receipts
Address:					
Phone:					
Email:					
Date Submitted:					
Date	Expense Code	Business Purpose of Expense	Reimbursement Limitation	Amount	Page # of receipts
	5200 Transportation	WNA Summit 2020 - Flight	May not exceed \$250		
		OR			
	5200 Transportation	WNA Summit 2019 - Amtrak	May not exceed \$250		
TOTAL DUE				\$ -	\$

2. Fill in purchasing date according to receipts

3. Include amount of expenses