



Louisiana
State Organization

**REQUEST FOR REIMBURSEMENT FOR FIRST TIMER
TO INTERNATIONAL CONVENTION/CONFERENCE**

Fill in and mail or email to: **LADKGPresident@dkg.org** Please print information.
Sandra Pruitt
Louisiana State Organization President
2130 South Avenue F
Crowley, LA 70526

Name _____ Circle one First Timer or Workshop Presenter

Address _____
 (Street/P. O. Box) City State ZIP Phone

Email Address _____ Date(s) of event _____

Meeting/Activity 2022 International Convention Conference Location: New Orleans, LA

ITEMIZED EXPENDITURES (Attach receipts with your signature on each)

	AMOUNT
Registration (Attach a signed copy of International Convention/Conference Paid Registration form with your signature.)	\$
Meals (Conference meals <u>may</u> be reimbursed if sufficient money is in fund, so list them just in case. They will be listed on your registration form.)	\$
TOTAL	\$

**Attach the First Timers Verification/Reflection Form with this reimbursement form.
Be sure to sign receipts and forms.**

Deadline for completing the form and verification will be July 31, 2022.

SIGN THIS FORM HERE: _____ Date _____

Do Not Write Below This Line.

Approved _____ Date _____ Budgeted _____ Approved _____
 President Yes No Yes No

Category Grants Account First Timers Amount \$ _____

Date Paid _____ Request # _____ Check # _____ By _____