New York State Correctional Officers & Police Benevolent Association, Inc.

(888) 484-7279 102 Hackett Blvd., Albany, NY 12209 (518) 427-1551 Fax: (518) 426-1635

**** DENOTES FIELDS THAT MUST BE COMPLETED ****

12/14/2018

Required Date(s)	Miles Driven ($0.58/mile)	Per Diem ($65/overnight)	Parking & Tolls	Telephone / Internet	Other (Attach Receipt)	**Required** Description of Activities (Starting point - Ending point - Purpose of travel)
Totals						

PLEASE PRINT CLEARLY

****ANY MISSING AND OR ILLEGIBLE INFORMATION MAY RESULT IN A DELAY IN PROCESSING YOUR REIMBURSEMENT****

****Name & Address (Street Address Required)**:**

****Employee / Member Signature **** ****Facility **** Approved

Reimbursement Total

***** By Signing you are acknowledging all of the information contained herein is true and accurate *****