

Travel Reimbursement Form
For WIOA Title II Funded Programs (except DOC)
2019 Summer Summit
July 10-12, 2019, Sioux Falls, SD
(See your local Program Director for program submission requirements)

Participant Name _____

Program _____

Make Reimbursement Payment to _____

Sent Payment to: _____

Mailing Address

City, State, Zip _____

Phone _____

Email _____

Travel to be reimbursed:

Mileage #miles _____ x \$.42= _____

Meals 07/9

07/10 Breakfast _____

07/11 Breakfast _____

07/12 Breakfast _____

Lunch _____ Dinner _____

Lunch _____ Dinner _____

Lunch _____ Dinner _____

Lunch _____

Per Diem Rates:

Breakfast	\$6.00	5:31AM
Lunch	\$14.00	11:31AM-12:59PM
Dinner	\$20.00	Returning after 8:00PM

TOTAL EXPENSES \$ _____

Signature

Date

Submit form to: **Cornerstones Career Learning Center**
Attn.: Linda Skorheim
33 3rd St SE, Suite 202
Huron, SD 57350
Linda.Skorheim@CornerstonesCareer.com

- This reimbursement form is for SD DLR WIOA Title II funded programs.
 - Exception: SD DOC staff should submit their expenses through their DOC program
- Hotel Sleeping Rooms for traveling conference attendees funded under SD DLR WIOA Title II will be direct billed to Cornerstones Career Learning Center. A list of qualified attendees has been provided to the Ramkota. Please see Kim Olson prior to the end of the conference if you are having any trouble with this.
 - Exception: SD DOC staff should submit their hotel expenses through their DOC program