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 _______ Lunch _______ Dinner _______
07/11 Breakfast _______ Lunch _______ Dinner _______
07/12 Breakfast _______ Lunch _______

Per Diem Rates:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Rate</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.00</td>
<td>5:31AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>$14.00</td>
<td>11:31AM-12:59PM</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
<td>Returning after 8:00PM</td>
</tr>
</tbody>
</table>

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