

Travel Reimbursement Form
For WIOA Title II Funded Programs (except DOC)
2020 Summer Summit
July 7-9, 2020, 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: _____

Round Trip Mileage: X \$.42 =

Meals Reimbursement:

	Breakfast	Lunch	Dinner	Daily Total
Monday, July 6, 2020				
Tuesday, July 7, 2020				
Wednesday, July 8, 2020				
Thursday, July 9, 2020				
Total Meals Expense				

Per Diem Rates:

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

Hotel:

A block of rooms was set aside at the Best Western Ramkota and direct billed for all participants that qualify for this travel reimbursement. If you stayed outside of the Best Western Ramkota.

TOTAL EXPENSES \$

Signature

Date

Submit form to: Cornerstones Career Learning Center, 33 3rd St SE, Suite 301, Huron, SD 57350
or Fiscal@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