



| Receipt Date | Description | Expense Type | Total |
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| REMARKS: | | Total Expenses | |
| NOTE HERE IF THE CHECK SHOULD BE MAILED TO A DIFFERENT ADDRESS THAN ABOVE: | | Total Reimbursement (accounting use only) | |

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|---|--------------|------|-------------------------------------|----------------|
| I HEREBY CERTIFY THAT ALL OF THE ABOVE EXPENSES HAVE BEEN INCURRED ON MY BEHALF AND ARE IN COMPLIANCE WITH THE INSTRUCTIONS ON SIDE TWO OF THIS FORM. | | | (FOR ACCOUNTING USE ONLY) | |
| | | | | |
| Scholarship Recipient Signature | Printed Name | Date | Accounting Code | |
| | | | <div>PROCESSED BY</div> <div></div> | |
| VP of Member Engagement Signature | Printed Name | Date | | |
| | | | DATE SUBMITTED | DATE PROCESSED |
| Accounting Approval Signature | Printed Name | Date | | |

PLEASE REFER TO SIDE TWO OF THIS FORM FOR INSTRUCTIONS

SIDE TWO - SCHOLARSHIP REIMBURSEMENT INSTRUCTIONS

All public agency scholarship recipients must comply with the following instructions. Please submit this report with all receipts, saved as a single PDF (less than 10MB) by email to: heather.harvey@atssa.com.

Expense Reports MUST be returned to ATSSA no later than 30 days from completion of travel. Maximum reimbursement: Cost of hotel on approved nights (room & tax), plus up to \$900 for transportation, meals and incidentals. ATSSA follows the 2025 maximum per diem rates as published by the GSA. However, ATSSA will only reimburse for actual meals. All expenses \$10 or above will require a receipt (not a credit card statement).

If your expense reimbursement is not received within 30 days after the completion of your travel, it is understood that you are waiving all eligible scholarship reimbursement. **Reimbursement requests received after April 3, 2025 will not be eligible for reimbursement.** Reimbursements will be processed within net thirty days.

IMPORTANT: Please indicate the Payee (line 7) of the reimbursement form: write your name if the check should be made payable to you, or write the name of your agency if the check should be made payable to your employer.

HOTEL: ATSSA will reimburse for the daily room and tax for arrivals on Friday, Feb. 28, through departure date of Tuesday, March 4, in approved hotels. Additional nights will not be reimbursable. Any exceptions should have been approved in advance in writing by ATSSA.

2025 GSA per diem rates for Orlando

| | |
|--|----------|
| Mileage Per Diem/Per Mile (Mileage amount not to exceed cost of coach airfare if driving to convention location. Prior approval required.) | \$ 0.670 |
| Breakfast Per Day (receipt over \$10 is required) | \$20.00 |
| Lunch Per Day (receipt over \$10 is required) | \$22.00 |
| Dinner Per Day (receipt over \$10 is required) | \$33.00 |
| Incidentals Per Day | \$5.00 |

Should ATSSA provide meals during the event and you choose to eat elsewhere, those meals will not be eligible for reimbursement. ATSSA uses the GSA rates to determine the maximum reimbursement, however, you may only apply for reimbursement based on your actual expenses.

Based on the terms of the scholarship and the meals provided by ATSSA, the following daily meal maximum amounts will apply:

- First Day of Travel, Friday, Feb. 28: \$75 max
- Saturday, March 1, Dinner only. (Breakfast & Lunch provided) \$33 max
- Sunday, March 2, Dinner only. (Breakfast & Lunch provided) \$33 max
- Monday, March 3, Breakfast & Dinner only. (Lunch provided) \$53 max
- Last Day of Travel, Tuesday, March 4, Breakfast & Dinner only. (Lunch provided) \$53 max

ITEMS NOT ELIGIBLE FOR REIMBURSEMENT:

- Car Rental Charges, Insurance and/or related Car Rental Parking (unless prior approval was granted)
- Flight or travel related insurance, seat upgrades or wifi on flight or more than one (1) checked bag to/from Orlando
- Internet Connection Fees
- Scholarship recipients will not be reimbursed for meals already included in the conference registration fee as indicated above.
- Alcoholic beverages

QUESTIONS? Contact Heather Harvey, heather.harvey@atssa.com

See side one for 2025 Public Agency Scholarship Reimbursement Form