



TRAVEL EXPENSES REIMBURSEMENT FORM

2025 NLGA Winter Meeting

December 5-7, 2025

St. Thomas, US Virgin Islands

NLGA will reimburse Members (lieutenant governors/seconds-in-command only) for their personal hotel room at The Westin at Frenchman’s Reef, at the group rate, for Thursday, Friday, and/or Saturday (December 4, December 5, and/or December 6) while attending the meeting, and for their personal coach class airfare up to \$1,000, without change, cancellation, or baggage fees.

To receive reimbursement, complete this form below and submit receipts for eligible expenses to sploetz@nlga.us:

- Deadline to send form/receipts is November 25, 2025 to receive a reimbursement check at your seat at the meeting.
- Deadline to send form/receipts is December 22, 2025 to have a check mailed to you.
- **NLGA cannot pay out reimbursement requests received after these deadlines.**

Date:	NLGA Member Name:
Make check payable to:	
Mailing Street Address:	
Mailing City, State, Zip:	

<i>Fill in below:</i>	
# of hotel nights at Westin at Frenchman’s Reef: _____	# of nights x \$408.76 = \$ _____
Airfare (receipt attached), up to \$1,000:	\$ _____
Total reimbursement request:	\$ _____

*\$408.76 x 2 nights = \$817.52

*\$408.76 x 3 nights = \$1226.28

Return this form and receipts to sploetz@nlga.us no later than December 22, 2025. Contact NLGA with questions.