



TRAVEL EXPENSES REIMBURSEMENT FORM

2026 NLGA Spring Business Meeting

April 8-10, 2026

Art Ovation Hotel | Sarasota, Florida

NLGA will reimburse Members (lieutenant governors/seconds-in-command only) for their personal hotel room at Art Ovation Hotel, at the group rate, for Tuesday, Wednesday, and/or Thursday (April 7, April 8, and/or April 9) while attending the meeting, and for their personal coach class airfare up to \$1,000, without upgrade, change, cancellation, seat selection, or baggage fees.

To receive reimbursement, complete this form below and submit receipts for eligible expenses to Steve Ploetz, NLGA Operations Manager, at sploetz@nlga.us:

- Deadline to send form/receipts is March 30, 2026 to receive a reimbursement check at your seat at the meeting.
- Deadline to send form/receipts is May 11, 2026 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 Art Ovation Hotel: _____	# of nights x \$301.71 = \$ _____*
Airfare (receipt attached), up to \$1,000: <i>without upgrade, change, cancellation, seat selection, or baggage fees</i>	\$ _____
Total reimbursement request:	\$ _____

*\$301.71 x 2 nights = \$603.42

*\$301.71 x 3 nights = \$905.13

**Return this form and receipts to sploetz@nlga.us no later than May 11, 2026.
Contact NLGA with questions.**