



# TRAVEL EXPENSES REIMBURSEMENT FORM

## 2026 NLGA Federal-State Exchange on Aerospace

June 1-2, 2026

The Darcy Hotel | Washington, D.C.

NLGA will reimburse Members (lieutenant governors/seconds-in-command only) for their personal hotel room at The Darcy Hotel, at the group rate, for Sunday, Monday, and/or Tuesday (May 31, June 1, and/or June 2) while attending the meeting, and for their personal coach class airfare without upgrade, change, cancellation, seat selection, or baggage fees, for a **total** reimbursement not to exceed \$1,000. All reimbursement checks will be mailed after the meeting, and upon verification of eligible expenses.

If an NLGA Member (lieutenant governors/seconds-in-command only) does not attend or request reimbursement, the appointed Aerospace Committee Member(s) from that state/territory are then eligible for reimbursement. The same reimbursement policy, as stated above, shall then be followed for airfare and hotel nights reimbursement, not to exceed \$1000 total for the Aerospace Committee Member.

To receive reimbursement via mailed check following the convening, complete this form and submit receipts for eligible expenses to Steve Ploetz, NLGA Operations Manager, at [sploetz@nlga.us](mailto:sploetz@nlga.us) by the deadline of **July 7, 2026**. **NLGA cannot pay out reimbursement requests received after July 7, 2026.**

<b>Date:</b>
<b>Name:</b> <i>(NLGA Member or Aerospace Committee Member)</i>
<b>Make check payable to:</b>
<b>Mailing Street Address:</b>
<b>Mailing City, State, Zip:</b>

<b><i>Fill in below:</i></b>		
<b># of hotel nights at Darcy Hotel:</b> _____	<b># of nights x \$219.15 =</b>	<b>\$ _____*</b>
<b>Airfare (receipt attached):</b> <i>without upgrade, change, cancellation, seat selection, or baggage fees</i>		<b>\$ _____</b>
<b>Total reimbursement request:</b>		<b>\$ _____</b>

\*\$219.15 x 2 nights = \$438.30

\*\$219.15 x 3 nights = \$657.45

**Return this form and receipts to [sploetz@nlga.us](mailto:sploetz@nlga.us) no later than July 7, 2026.  
Contact NLGA with questions.**