



TRAVEL EXPENSES REIMBURSEMENT FORM

2026 NLGA New Elect & Winter Meeting

December 2-4, 2026

Washington, D.C.

NLGA will reimburse Members (lieutenant governors/seconds-in-command only) for their personal hotel room at Le Meridien (The Madison) Hotel, at the group rate, for Tuesday, Wednesday, and/or Thursday (December 2, December 3, and/or December 4) 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 20, 2026 to receive a reimbursement check at your seat at the meeting.
- Deadline to send form/receipts is December 21, 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 Le Meridien Hotel:	# of nights x \$227.26 = \$ _____
Airfare (receipt attached), up to \$1,000: <i>without upgrade, change, cancellation, seat selection, or baggage fees</i>	\$ _____
Total reimbursement request:	\$ _____

*\$227.26 x 2 nights = \$454.52

*\$227.26 x 3 nights = \$681.79

Return this form and receipts to sploetz@nlga.us no later than December 21, 2026.
Contact NLGA with questions.