



OREGON-IDAHO HIDTA TRAINING

Reimbursement Request

Date:

Oregon-Idaho HIDTA Training Initiative
4190 Aumsville Hwy SE
Salem, OR 97317

Subject: **REIMBURSEMENT REQUEST FOR TRAINING EXPENSES**

Attached are copies of the expenses and receipts for the following training:

<i>Course Title</i>	
<i>Course Date(s)</i>	
<i>Location</i>	

Itemized reimbursement request:

<i>Registration</i>	
<i>Airfare</i>	
<i>Car Rental</i>	
<i>Parking/Shuttle</i>	
<i>Lodging (per diem rate)</i>	
<i>Meals(per diem rate)</i>	
<i>Other (specify)</i>	
<i>Other (specify)</i>	
TOTAL REIMBURSEMENT REQUEST:	

Send reimbursement to:

*Send completed form to HIDTA Admin Specialist Debbie Giza at debra.giza@state.or.us

For Oregon-Idaho HIDTA Training Initiative Office Use Only:

Reimbursement Approved By _____