



Reimbursement Information for PAID Attendees

INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION

ANNUAL BUSINESS MEETING
ORLANDO, FL

SEPTEMBER 30 – OCTOBER 4, 2018

- Please fill out and mail your [Expense Form](#) by **Friday, Nov 2, 2018** to the address below. Expenses submitted after thirty (30) days of the event will not be reimbursed.
 - *Barno Saturday*
Interstate Commission for Adult Offender Supervision
836 Euclid Ave, Suite 322
Lexington, KY 40502
- Attach your itinerary with listed price of your ticket (boarding passes are not required).
- Mileage will be reimbursed at the federal rate of 54.5 cents per mile. Please attach a printed webpage from <https://www.google.com/maps> or www.mapquest.com with your original and final driving destination points.
- Attach your hotel, shuttle, parking, checked baggage, and any other qualified receipts.
- Meal receipts are not required.
- Per Diem for Orlando, FL is the following.

| <u>September 2018</u> | <u>October 2018</u> |
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| <ul style="list-style-type: none">• LODGING - \$129 + tax• FOOD<ul style="list-style-type: none">○ Travel Day - \$44.25○ Business Day - \$59.00<ul style="list-style-type: none">▪ Breakfast - \$13▪ Lunch - \$15▪ Dinner - \$26▪ Incidentals - \$5 | <ul style="list-style-type: none">• LODGING - \$122 + tax• FOOD<ul style="list-style-type: none">○ Travel Day - \$49.50○ Business Day - \$66.00<ul style="list-style-type: none">▪ Breakfast - \$16▪ Lunch - \$17▪ Dinner - \$28▪ Incidentals - \$5 |

- Click on this link to see the [ICAOS Travel Policy](#)

Contact Barno Saturday, Logistics and Administrative Coordinator, with questions or concerns:
email: bsaturday@interstatecompact.org, phone: 859-721-1056