LTI Mileage Reimbursement Form

**Please read the following instructions carefully before filling out the attached Mileage Reimbursement Form.**

To qualify for mileage reimbursement, you must meet the following criteria:

* Must receive approval by an LTI Staff Member to use your vehicle for LTI purposes.
* Must fill out the attached form completely and correctly, submitted in a timely fashion, including:
	+ Dates of LTI training/event
	+ Full address of departure point
	+ Full address of arrival point
	+ Total number of miles traveled
	+ Toll and parking receipts, including EZ-Pass Statements\*, if any

Please note the maximum reimbursement for mileage, tolls\* and parking\*\* is $275, round-trip.

Upon submission of a completed form, your reimbursement request will be processed by LTI within 30 days. Please note it takes 4 – 12 weeks for your reimbursement check to arrive.

**Mail the completed form to:**

CAI / Leadership Training Institute 505 8th Avenue, Floor 19th

New York, NY 10018

Or e-mail\*\*\* the completed form to: ccooper@caiglobal.org

\* Toll receipts or an EZ-Pass Statement that match the dates of the training/event must be submitted with the Mileage Reimbursement Form.

\*\* Parking receipts that match the dates of the training/event must be submitted with the Mileage Reimbursement Form.

\*\*\* Acceptable electronic submissions include the following file types: .pdf and .jpg

|  |
| --- |
| YOUR INFORMATION: |
| First Name: | Last Name: |
| LTI Training/Event Name: |
| home Address: |
| City: | State: | Zip Code: |
| Phone/Cell: | Email: |

|  |
| --- |
| YOUR TRAVEL DETAILS: |
| Date: | Address from: | Address to: | Total miles: | Tolls/parking total: |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Signature of participant: | Date: |
| Please mail this completed form to: | CAI / Leadership Training Institute 505 8th Avenue, FL 19New York, NY, 10018 |

|  |  |
| --- | --- |
| OFFICE USE ONLY: |  |
| 2018 Reimbursement Rate: | ($0.545) x | (total miles) + | (tolls/parking) = | (Max: $275) |
| Checked and approved by: | Date: |