



SPEAKER HOTEL REIMBURSEMENT FORM

The HR Florida State Council would like to thank you for giving of your time and talents to present at the 2017 HRFlorida Conference & Expo. Your participation in this event is vital to its success and provides an important role in bringing new ideas and up-to-date information to our attendees.

This year, speakers are eligible to receive reimbursement of up to \$175 toward your hotel stay. Please complete the information below and provide the required documentation by October 1, 2017. Your form should be submitted electronically to Terri Greene. You should receive your reimbursement check in 2-3 weeks following submission of your completed Reimbursement Form.

Thank you again for your participation!

| | | | |
|---------------|--|------------------------|--|
| Name | | | |
| Address | | Phone Number | |
| City, ST Zip | | Name of Session | |
| Email Address | | Date & Time of Session | |

| | | | |
|--------------------|--|--------------------------------|--|
| Date of Hotel Stay | | Cost of Stay (Max \$175.00) | |
|--------------------|--|--------------------------------|--|

Signature

Date

*Please ensure proper documentation is attached to this reimbursement request.

Submit form and documentation in one PDF to Terri Greene at terri.greene@hrflorida.org