



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 2019 HR Florida 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 (a co-presenter is not eligible to receive the reimbursement).

Please complete the information below and provide documentation of your hotel stay by October 1, 2019. Your form should be submitted electronically to Terri Greene. You should receive your reimbursement check in 3-4 weeks following submission of your completed Reimbursement Form. Thank you again for your participation!

[PLEASE PRINT OR COMPLETE ELECTRONICALLY]

Name of Speaker: _____

Phone Number: _____

Payee Name (If different): _____

Session Title: _____

Address: _____

Date/Time of Session: _____

City, State, Zip: _____

Email Address: _____

Date of Hotel Stay: _____

Cost of Stay: _____
(Max \$175)

Signature: _____

Date: _____

*Please ensure proper documentation is attached to this reimbursement request showing your room charge.

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