New York State Correctional Officers & Police Benevolent Association, Inc.

(888) 484-7279 102 Hackett Blvd., Albany, NY 12209 (518) 427-1551 Fax: (518) 426-1635

**** DENOTES FIELDS THAT MUST BE COMPLETED ****

Updated: 12/18/15

** Date(s) ** (Required)	Mileage ($0.54/mile)	Per Diem ($62/overnight)	Parking & Tolls (Attach Receipt)	Telephone (Attach Receipt)	Other (Attach Receipt)	Description of Activities (Full description including address to and from)
Totals						

Comments:

Name & Address (Street Address Required):**

Employee Signature ** | **Facility **** | Approved

Reimbursement Total

PRINT NAME

****If Name is not legible it may result in non-reimbursement****