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| **Budget Summary** |
| **Short Description of Expenses** | **Amount** | **Notes** |
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| **Total:** |  |  |

**Eligible Travel Expenses:**

Transportation expenses will up to reimbursed up to $750. Reimbursement for mileage will be at the current IRS mileage rate.

Hotel expenses will be reimbursed up to $250 for out-of-state travel and up to $150 for in-state travel.

Reimbursements will be upon completion of Professional Development activity and receipts are submitted to WCRGME.

\*reimbursement amounts are reviewed on an annual basis and subject to change

Reviewed 07/22