



**February 20-22, 2019 | Chicago, IL**

**Guidelines for Travel Reimbursement**

MEEA is proud to provide travel support for government employees and non-profit organizations attending our annual Midwest Energy Solutions Conference. The 2019 Midwest Energy Solutions Conference will be February 20-22, 2019 at the Chicago Hilton and Towers.

Reimbursements will be granted up to a maximum amount of \$750 to be used for travel and hotel costs. The conference attendee is responsible for conference registration costs. Recipients will be required to submit itemized receipts and cover sheet after the conference to receive reimbursement.

Individuals interested in travel support must submit this form to be considered. MEEA will review all applicants and give priority to government officials, followed by non-profit organizations and other interested parties. **All requests must be submitted by Friday, December 14, 2018.**

If you have any questions or need additional information, please email Adam at [acastillo@mwalliance.org](mailto:acastillo@mwalliance.org).

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**EMPLOYEE INFORMATION \*ALL FIELDS REQUIRED\***

Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address where stipend should be sent: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Funds to be used for (check one or both):      Travel expenses      Housing expenses

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Please return this form via email to [acastillo@mwalliance.org](mailto:acastillo@mwalliance.org)  
or fax completed form to 312.784.7242.