



February 1-3, 2022 | 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 2020 Midwest Energy Solutions Conference will be February 1-3, 2022 at the Marriott Magnificent Mile.

Reimbursements will be granted up to a maximum amount of \$850 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 24, 2021.**

If you have any questions or need additional information, please email Anna Connelly, Membership Associate, at aconnelly@mwalliance.org.

Employee Information *All fields required*

Name: _____

Agency/Organization: _____

Address where stipend should be sent: _____

State: _____

Zip: _____

Phone: _____

Email Address: _____

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

Please return this form via email to aconnelly@mwalliance.org