



## MRLC 2022 Reimbursement Form

This form should be used for all expense reimbursements and contractual stipends associated with travel to and from NCEL events. Please note the following guidelines:

- **Form is due within one month of expenditures.**
- Attach all receipts, and ensure that dates, locations, and name of traveler are visible in airline receipts.
- Complete a [direct deposit authorization form](#) for a bank deposit instead of physical check
- Stipend requests should be submitted separately from reimbursement requests.
- Reimbursement can be made to an individual or organization, not a campaign or political account.
- Mileage reimbursements should be based on the 2022 IRS rate of 62.5 cents per mile.

**Submit completed requests to:**

Ashley Kellner, NCEL Operations Manager  
1100 H St. NW, Suite 600  
Washington DC, 20005  
e: [ashley@ncelenviro.org](mailto:ashley@ncelenviro.org) | p: 202.744.1006

Type of Expense: Airfare, Travel Insurance, & Hotel Parking Fees

Date of Request: 9/13/22

Name: WI State Rep. Samba Baldeh

Address for Check: 5150 Crescent Oaks Dr.

City, State, Zip: Madison, WI 53704;

Contact Phone and email: 608-698-2423 rep.baldeh@legis.wisconsin.gov

Expense Description	Date(s) of Expense	Amount
Airfare Madison to Memphis and return	9/7/22 & 9/10/22	\$569.43
Travel Insurance	9/7/22	\$32.23
Parking Fees-Peabody Hotel	9/7/22	\$ 50.00
Parking Fees-Peabody Hotel	9/9/22	\$75.74
<b>Total Amount Requested:</b>		<b>\$727.40</b>

Samba Baldeh 9/13/22  
Signature Date

Approval Date

[For internal use only] Account to Charge: \_\_\_\_\_