

REIMBURSEMENT INSTRUCTIONS

CIP will reimburse attendees for 2 nights lodging at the Legacy Lodge on Lake Lanier.

Directions for filling out travel reimbursement form:

1. Download, complete, and sign the non-employee travel form.
2. If you are asking CIP to reimburse your organization (CASA, DFCS, county, etc.), please include the name of your organization AND your own name on page 1.
3. You must submit a copy of your hotel receipt that shows a form of payment and a zero balance.
4. Submit your form and hotel receipt to Paula.Myrick@georgiacourts.gov by March 18, 2022.