

## **Important Information Regarding the Contents of this Document**

Please note that the policies and information presented in this document are current through the date given below. The documents made available within the [Center's Conservation Districts web pages](#) are intended to serve as a guide for the policies set by each Conservation District. While these policies may in fact be current at the time of your viewing, it is strongly recommended to contact the relevant Conservation District for the most current version.

Document Current Date: August 19, 2016

Pike County Conservation District  
 556 Route 402, Suite 1  
 Hawley, PA 18428  
 (570) 226-8220 Phone (570) 226-8222 Fax

For PCCD office use only:	
Approved:	
Date:	

<b>Name:</b>	
<b>Position:</b>	
<b>Home Address:</b>	
<b>email address:</b>	
<b>Office Phone:</b>	
<b>Organization:</b>	

Travel Date	Purpose of Travel (ESM, Annual Training, etc.)	Itinerary or Travel Destination	Mileage	Rate	Lodging		Tolls, etc.	Amount Paid	Total
				0.540	Name of Motel/Hotel	Amount Paid			
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
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				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
			<b>0</b>	<b>\$0.00</b>				<b>\$0.00</b>	<b>\$0.00</b>

Municipal/Agency Representative Signature \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Applicants can be reimbursed for training expenses for up to \$300 per calendar year. Eligible travel expenses include mileage, tolls, parking, and overnight accommodations. PCCD will provide a mileage reimbursement consistent with the federal government IRS mileage rate.