

## **CSRO Reimbursement Form Instructions:**

The meeting organizers are pleased to offer you reimbursement for reasonable, covered expenses, with receipts, to support your travel and accommodations. Reasonable transportation includes round-trip coach class airfare booked 30 days in advance of the conference and ground transportation expenses, such as public transit or cab fare from the airport to the conference hotel. Reasonable lodging includes overnight reservations for one or two nights at the conference hotel at the CSRO discounted block rate. Please note a total of \$1,500 reimbursement is available per organization (\$1,000 for one attendee, or up to \$750 per person for two attendees).

Please complete the printed form or download an electronic form from [www.CSRO.info](http://www.CSRO.info).

Mail the completed form and receipts to Dr. Gregory Schimizzi at 1710 S. 17th Street, Wilmington, NC 28401. You may also email completed form and scanned receipts to Dr. Gregory Schimizzi at [gfschimizzi@gmail.com](mailto:gfschimizzi@gmail.com).

If you have any questions, please contact CSRO Associate Director, Barbara Arango at [Barbara@wjweiser.com](mailto:Barbara@wjweiser.com) or 847-264-5969.