

HOP REIMBURSEMENT YOUNG ADULT – KID’S CAMP – OUTWARD BOUND

Applicant’s Name:		
Address:		
City	State	Zip
Email:		
Name of Fallen Officer:		
Check your appropriate survivor relationship to the Fallen Officer		
<input type="checkbox"/> SPOUSE	<input type="checkbox"/> CHILD	<input type="checkbox"/> PARENT <input type="checkbox"/> SIBLING
RETREAT ATTENDED: Kid’s Camp <input type="checkbox"/> Young Adult <input type="checkbox"/> Outward Bound <input type="checkbox"/>		
Name of others included in this request:		
	<input type="checkbox"/> CHILD	<input type="checkbox"/> SIBLING
	<input type="checkbox"/> CHILD	<input type="checkbox"/> SIBLING
	<input type="checkbox"/> CHILD	<input type="checkbox"/> SIBLING
<p>TOTAL AIRLINE TICKETS: \$ _____ <input type="checkbox"/> Airline Receipts Attached</p> <p>TOTAL LUGGAGE FEES (1 bag per person): \$ _____ <input type="checkbox"/> Luggage Fee Receipts Attached</p> <p>TOTAL MILEAGE (if driving): _____ miles X .27 for \$ _____ reimbursement.</p> <p style="text-align: center;"><u>TOTAL EXPENSES CLAIMED: \$</u> _____</p>		
<p><i>I CERTIFY THIS REIMBURSEMENT CLAIM IS A TRUE AND ACCURATE STATEMENT OF EXPENSES RELATED TO THIS HANDS-ON PRORAM.</i></p> <p>Signature: _____ Date: _____</p>		

OFFICE APPROVAL: _____ DATE: _____ AMOUNT: _____ CHECK #: _____

Louisiana C.O.P.S. Standard Operating Procedure

New and Returning participants of C.O.P.S. Kids Camp, Outward Bound and Young Adult Camp

- ④ **9.4** This Standard Operating Procedure defines the reimbursements provided for National C.O.P.S. Hands-On Programs; C.O.P.S. Kids Camp (surviving child/children and Surviving Parent/Guardian), Outward Bound (surviving child/children ages 15-20) and Young Adult Camp (surviving child/children ages 15-20).

- ④ **9.5** Surviving children and their parent/guardian who attend C.O.P.S. Kids Camp (6-14 with accompanying Parent/Guardian), teens who attend Outward Bound (ages 15-20), and Young Adult Children (ages 15-20) who attend their appropriate C.O.P.S. Hands-On Program will be provided a full reimbursement of travel costs subject to the airfare seating requirements outlined below in sections A-C.
 - A. Qualifying Survivors are encouraged to make airline reservations as early as possible to obtain best possible airfare. A National C.O.P.S. Hands-On Program reimbursement from LA-C.O.P.S. shall not exceed a \$400 airline ticket per person without prior approval from the LA-C.O.P.S. Executive Board. Only economy class seating arrangements are considered for reimbursement. Any airline tickets exceeding \$400 without prior approval will be reimbursed at \$400.
 - B. Travel by Vehicle to National C.O.P.S. Hands-On Programs will be reimbursed based on GPS mileage at the current mileage rate to be determined by the LA-C.O.P.S. Executive Board.
 - C. Only one luggage piece fee per person for C.O.P.S. Kids Camp, Outward Bound, and Young Adult Camp will be reimbursed.

- ④ **9.6** All final verification of Hands-On Programs attendance must be submitted to the President of LA-C.O.P.S. no later than sixty (60) days after returning home from all Hands-On Programs.
 - A. Approved reimbursement requests will be submitted to the Chapter Treasurer for payment.