

## Concerns of Police Survivors, Inc. Illinois Chapter

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## NPW Travel Reimbursement for Current Year Survivors

This form must be filled out for each participant (household). If submitting for a child/minor, the parent or legal guardian must sign the acknowledgment below on behalf of the child.

Your Fallen Officer: \_\_\_\_\_ End of Watch: \_\_\_\_\_

Household Members	Relationship	Airfare or Fuel	Hotel		Other	Total

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reimbursement Checks can be split, if needed. If part of the covered expenses were paid for by another person (Shared hotel, families traveling together).

Issue reimbursement to: \_\_\_\_\_ Amount: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adult Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Reimbursement Details:

National Police Week Funding has been set for 2026 in the amount of \$200 per night for up to five nights plus \$500 for May 12th - 17th per person for Current Year Honor Families. Household/double occupancy for hotel is expected. In order to be eligible for reimbursement, Current Year Families must agree to and sign the written contract provided by Illinois C.O.P.S. mandating attendance at: Candlelight Vigil, Peace Officer's Memorial Service, and either the Opening or Closing Survivors Conference Session.

Eligible Family Members include the Surviving Spouse along with the following family members and their spouses: Children, Step-Children, Parents, Step-Parents, Siblings, the Surviving Spouse's Siblings, Significant Others/Fiancés, the Parent of the Officer's Minor Child/ren. Also eligible are approved individual CIMT Team Members that reside in the state of Illinois serving as Family Liaison.

Eligible items for reimbursement include: Airfare/Fuel, Travel Insurance, Hotel Room, Airport/Hotel Parking, Baggage Fees, Survivors Conference Registration Fees.

**We encourage all survivors to attend the C.O.P.S. Survivor Conference. Please check out the Opening and Closing ceremonies as well as the sessions on May 14th and May 16th. Please reach out to any Illinois COPS Board Member with any questions you may have about any of the event or if you need assistance in registering for National Police Week.**

Fuel is actual receipts for fuel. Air travel should be booked no later than 3 weeks prior to the event. Major airports are encouraged, and tickets booked at the lowest fare available. Parking charges can be included, the cost of checking a maximum of one piece of luggage per individual, and travel insurance can also be included.

Attendees will be expected to travel at the least expensive mode of travel (air or personal vehicle). If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a round-trip airfare to destination is \$300, and vehicle fuel cost to the destination is \$600, reimbursement will be only \$300 if the person chooses to drive, not \$600.

If two or more individuals are traveling by personal vehicle only one person can claim fuel. This can be divided by the number of riders for reimbursement purposes to establish least expensive mode of travel.

Any authorized reimbursement to an individual(s) is predicated/contingent upon the Chapter having adequate funds available and that a request form has been properly completed and approved.

All receipts for travel and hotel reimbursements must be attached. Expenses NOT allowed include but not limited to: meals, snacks, beverages, personal items or entertainment, upgraded travel accommodations, extended stays unrelated to NPW, and Blue Gala.

**This form is only for approved travel expenses for National Police Week**

Mail or Scan and email Receipts and form to Registered Address or Treasurer by July 1st.

Receipts must be clear enough to print at 8"x11" for professional audit purposes.